

STANDING ORDERS

Thirteenth Edition

Survey Department

PREFACE

Laws, rules, regulations and codes of conduct are adopted for the guidance and proper functioning of officers and for the benefit of all. Adherence to such rules and regulations is a mark of culture.

The Survey Department is pleased to announce the Publication of the **Thirteenth** edition of the Standing Orders in all three languages; Sinhala, Tamil and English; in two format; hardcopy & softcopy, which will replace the volume of Standing Orders now in circulation issued in 1996. These standing orders are for the guidance of all members of the Survey Department in their task of serving the department and the nation.

These Orders will apply in addition to the Guidelines already issued by the Government in the form of Establishment Codes, Financial Regulations and circulars. These orders do not over-ride the Guidelines given in Establishment Codes, Financial Regulations and circulars issued by the Government, if there is any discrepancy.

This edition is basically an updating the twelfth edition of Standing Orders with the inclusion of all the amendments upto 2012. Subsequent amendments will continue to be in force.

I am deeply indebted to a number of senior staff and others who have read this material and given me many valuable suggestions, perceptive comments for improving the presentation in all three languages. I owe a special debt of gratitude to the officers who worked in Research and Development unit of Survey Department who read, edited and word processed the document and toiled hard to bring out this publication in this superb form.

There are a number of other people who found errors in earlier editions. A comprehensive Revision will be undertaken by this Department on the basis of suggestions and proposals sent by all concerned. Such suggestions should be sent to the Senior Deputy Surveyor General (R&D).

I am privileged to present this book to the present generation of members of the Survey Department and for generation to come.

K.Thawalingam

Surveyor General

Record of Amendments

No	Date		Chapter	Pages	Initials	Remarks
	Issued	Entered / Replaced				

Note : the holder of this book is responsible for the insertion of amendments as they are issued.

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CHAPTER I ACCOUNTS

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CHAPTER I ACCOUNTS

The instructions in this chapter are supplementary to Financial Regulations, the Establishment Code and Treasury and Public Administration Circulars and, these orders should be used as a guideline when handling the Departmental Accounts matters.

General Rules and Regulations

- 1.1 All correspondence with Surveyor General's Office on this subject should be addressed to the Director (Finance) through proper channels.
- 1.2 The Surveyor General will annually publish the delegation of authorities for financial control and functions under FR 135 and FR 157 and the relevant officers should take actions accordingly for authorization, approval, certification and payment as per FR 137, 138, 139 & 140. ([Annex 1](#))
- 1.3 All payments must be supported by vouchers prepared accurately and completely on the prescribed forms as indicated below (See FR 225).

<u>Payment</u>		<u>Prescribed form</u>
General payments	-	General 35
Routine Travelling claims	-	General 177
Traveling expenses on		
Change of Station	-	General 178
Overtime payments	-	General 35 A
General Deposit payments	-	General 70
Groups payments	-	General 35 and 36 A

- 1.4 (1) Any officer who is required to incur any expenditure should submit an estimate and obtain prior authority from the Authorizing Officer (S.O. 1.2). It is necessary to make sure that sufficient allocation is available before this authority is granted. Once the authority is granted, the authorized amount should not be exceeded without reference to the Authorizing Officer. If prior authority could not be obtained for unavoidable reasons, covering authority should be obtained immediately giving reasons. Reference must be made to these letters of authority when documents are forwarded for payments(See FR 136).
- (2) All vouchers must be prepared by the officer incurring the expenditure and in favour of the payee. For small payments, vouchers may be drawn in favour of the officer incurring the expenditure provided an under receipt is obtained from the payee. (See FRR 225, 232, 234 & 237)
- 1.5 Officers who prepare or check documents for payment, or who keep records of payments will be held personally responsible for their work. They should sign in the space provided for this purpose. (See FRR 200 & 225)
- 1.6 All vouchers should contain full particulars relevant to the payments. (e.g. Date, Number, Quantity, Distance and Rates etc.) to enable these to be checked with other relevant documents. If there are annexes, those should be referenced to, on the first page of the voucher. (See FRR 138 & 139)

- 1.7 Payments must be made to persons who have been correctly identified and receipts obtained for every payment. When there is a doubt about the identity of the payee, he should be identified by one or more persons acceptable to the paying officer. These persons should sign as witnesses to the identity and signature of payee. (See FR 139)
- 1.8 When a payee is incapable of placing his signature, his thumb impression can be placed in the presence of a witness who will certify that the payment was made to the correct person and that the thumb impression is bona fide.
- 1.9 When an under receipt cannot be obtained for any payment or expenditure to be reimbursed, the officer concerned must certify on his honour that charges have been incurred solely on state service and were actually paid by him. (See FR 139)
- 1.10 For all the payments exceeding Rs.25,000/=, a Rs.25/= stamp should be pasted on the voucher or on the receipt and cancelled. The payment limit and the value of the stamps may be changed by the Inland Revenue Department from time to time by issue of circulars.
- 1.11 Stamped receipts are not necessary when payments are made in the following instances, even if the amount involved is more than Rs,25,000/=.
- a. Money paid as an advance - e.g. travelling Expenses, to purchase materials for landmarks
 - b. Payments in reimbursements - e.g. Reimbursement of travelling expenses
 - c. Payments made to government - e.g. Payments made to a State Department or allied Institution
 - d. Payments made to Institutions which are exempted from stamp duty - e.g. Multipurpose Co-op Societies, State Institutions and Organizations obtained waivers for stamp duty.
- 1.12 Any alteration made in the amounts expressed in the receipts should be authenticated by the recipient with his full signature and date.
- 1.13 Cheques from private accounts should not be accepted for payment and, cash or money orders should be accepted and issue the connected receipts should be issued.
- 1.14 All the documents of payments, cheques (except the cheques of account payee only) should always be dispatched under registered post or by recorded delivery.
- 1.15 All officers must note that it is paramount importance to settle all payments falling due in one year before the end of the same year.
- 1.16 Officers must take actions to settle all the advances issued to them during the month of December.
- 1.17 Delays in payments may involve personal officer responsible for neglect.
- 1.18 If a payment has not been made in a financial year in which it falls due, such payments may be made in the following financial year only after getting approval in terms of F.R.115. Approval may be refused unless valid reasons are given for the delay.

- 1.19 However, the services rendered during December may be paid until 31st March of the following year without above procedure.
- 1.20 When payments are made for any work, service or supply, the officers must check whether it is done with any authority / agreement and, whether it is done under the conditions and directions stipulated in the authority / agreement and, they should held responsible for these details. (F.R.137)
- 1.21 Certifying Officer should check the correctness of the claim, availability of funds and whether it is the most economical expenditure for the state. Certifying Officers should also see that vouchers and claims are free from errors and omissions. Any unnecessary remarks or endorsements should not be write on these vouchers which are subject to Audit.
- 1.22 Paid documents should not be kept in sub-offices for long periods. These should be sent to paying officer without delay.
- 1.23 All officers should keep in mind that audit inspection is an integral part of accounting procedure and that all financial functions in the department are audited by Internal and General Audit.
- 1.24 All officers who keep state funds should at any time be able to submit the account for the whole amount of such funds and for this purpose he should keep his records up to date. All such records, receipts, cash and purchased articles, should be produced for inspections by Superior Officers, Flying Squad of the Ministry, Internal Audit of the Department and General Audit. (See F.RR 133, 134, 154 &155)
- 1.25 When replying a set of questions in an audit query, the replies in details should be prepared in duplicate for question by question as if it is a reply from the Surveyor General and send to Director (Finance) before the due date of inquiry. If for any unavoidable circumstances there is a delay in replying, the reasons (e.g. Delay in collecting information etc.) should be conveyed as an interim reply within two weeks.
- 1.26 Any loss of state funds/property should be reported to the nearest police station by the relevant officer and also, to the Head of Department through the Supervising Officer. (F.RR 101 – 110 & 113)
- 1.27 When an officer leaving the service or going on long leave should be requested him to hand over all Govt. stores and documents on an appointed date given by the Supervising Officer. If he does not respond positively, the takeover should be carried out unilaterally. A report on everything taken over should be submitted and the stores should be handed over to the relevant officers based on instructions from the immediate Supervising Officer.

If any stores are in excess or deficit, damaged or incomplete, such information should be conveyed in writing. When an item is lost or damaged, a report with recommendation to deduct its replacement value plus 25%, from the salary, pension or by any other method, should be submitted. Until this report is received, no payment can be made to the officer involved.

- 1.28 State funds and properties that are chargeable to an officer should be taken over by a Board appointed by the District Senior Superintendent of Surveys, Provincial Surveyor General, Head of Branch in case of S.G.O on the following occasions.
1. Resignation
 2. Retirement
 3. Death
 4. Dismissal
 5. Interdiction
 6. Vacation of post
 7. On long leave
 8. Emergency / Disaster

1.29 Fines imposed on Government Officers should be credited to the state revenue.

1.30 Any surcharges should be recovered in one lump sum. But when it will cause undue hardship, the Head of Department, Secretary to the Ministry or Treasury Secretary may authorize the recovery in installments. (F.R.119)

1.31 All payments, whenever possible must be made by cheques. However, if payments have to be made in cash due to unavoidable circumstances and a large sum of money has to be transported, it should be done by a responsible officer with police escort. In such instances, the supervising officer should obtain receipts in duplicate for the amounts delivered, and one copy should be sent to District Office within one week and the other copy filed with him. Also, he should give the following certificate on these receipts.

“Payments have been done by me”

Signature :-
Name :-
Date :-

1.32 Superintendent of Surveys should examine the following registers and records related to account matters maintained by the Divisional Survey Office every month.

- (I) Annual Increment and Record sheets of Survey Field Assistants which includes salary particulars
- (II) Petty Cash Imprest and Advance Register
- (III) Vouchers and travelling claims register
- (IV) Register which includes approval of salary increment to the staff

1.33 The vouchers and travelling claims of the staff attached to the Divisional Survey Office should be examined, and recommend for payment by the Superintendent of Surveys. He should keep in mind that the payments are made only based on his recommendations. The responsibilities of the Certifying Officers are mentioned in F.R. 137 and F.R. 138.

1.34 In case of change of station, the Supervising Officers should certify for correctness of details relevant to their end on the travelling claims received.

- 1.35 All payments in connection with the services done for the District will be made by the Senior Superintendent of Surveys. Minimum of 25% of the travelling claims and vouchers received in his office must be checked by him personally on random basis.

Accommodation Allowance

- 1.36 Supervising officers, Government Surveyors and Survey Overseers who are not provided with tents, pre-fab huts or other office accommodation and, who are required to maintain an office, and a group of not more than nine Survey Field Assistants are entitled for the accommodation allowance. Accommodation allowance for a maximum of three such groups of Survey Field Assistants can be paid for one Divisional Survey Office and if, all the three groups can be accommodated in one house, full payments for three groups can be paid for that house.

The accommodation allowance for such Survey Field Assistants group can be given to one Survey Field Assistant in the group, named by the Superintendent of Surveys and, he will be held responsible for the accommodation facilities in the group.

- 1.37 The maximum accommodation allowance that can be paid provided, a minimum of 25 square metres be set apart for the office is as follows.

Type of officer	Maximum allowance per month (Rs.)	
	Area	Area
Superintendent of Surveys Supervising Officer	2750.00	5000.00
Government Surveyor	2500.00	4750.00
Survey Overseer	650.00	1350.00
Survey Field Assistants unit	650.0	1350.00

Note:-

1. Urban area means, Municipal Council, urban council former Town Council and Special Areas charging assessment rents.
2. Rural areas means all areas not included above 1.
3. These allowances may change from time to time according to Circulars issued by the Surveyor General.

- 1.38 Following conditions should be fulfilled to obtain this accommodation allowance.

- (I) If the house is owned by the officer or spouse, authority must be obtained from the Secretary to the Ministry through the Surveyor General.
- (II) If the house is situated in an urban area, documents relating to payment of assessment rents should be submitted.

- 1.39 The authority for the house for which accommodation allowance expected to be claimed (except 1.38 (I) above) should be obtained from the District Senior Superintendent of Surveys annually, and the authority for relevant year should be obtained in the month of January. The specimen shown in [annex 2](#) should be used for this purpose. The officers reporting for work during mid year on change of station or on new appointment or some special reasons should apply for this authority within one

month. Late applications are considered for granting authority only from the month in which applications is received.

- 1.40 Only one accommodation allowance for one officer can be allowed in respect of one house. However, under very special circumstances the District Senior Superintendent of Surveys can decide to pay this accommodation allowance for another portion of this house. i.e. the District Senior Superintendent of Surveys can decide to pay this accommodation allowance even to several officers for occupying one house.
- 1.41 No advance can be obtained to pay accommodation allowance, but General 35 voucher can be submitted on any day of the month for which the accommodation allowance claimed.
- 1.42 The officers who obtained authority for this allowance should prepare and submit his vouchers monthly with the following information as shown in [annex 3](#).
 - 1. Number of the house and location of the house including Municipal Council, urban council former Town Council or Rural area.
 - 2. Name and address of the house owner.
 - 3. Payment Authority Number and date
 - 4. Payment receipt from the house owner with his signature confirmed by witnesses.
- 1.43 Following certificate should be given on the voucher by the receiver of the accommodation allowance.

“I certify that this house mentioned overleaf was actually occupied by me / my team of Survey Field Assistants and that the payment mentioned ever leaf has been made by me.

.....
S.S / Surveyor / Survey overseer/ Survey Field Assistant

- 1.44 The Superintendent of Surveys in charge of Divisional Survey Office in respect of team of Survey Field Assistants, Surveyor and Survey Overseer; District Senior Superintendent of Surveys in respect of Superintendent of Surveys; should certify on the voucher that the applicant / team of Survey Field Assistants is / are actually occupying the house and that, he / she / they are entitled for the amount claimed. A certificate to the effect that camp building expenses have not been incurred within a period of six months in this station and the applicant has no tents with him should also be given on the voucher. ([Annex 3](#))
- 1.45 When an Officer, who is entitled for accommodation allowance has to pay rent for occupation of a Government Quarters can make a request to compensate rent for accommodation allowance. The amount so compensated should not exceed the amount recovered from him or the maximum limit given in S.O. 1.37 above, whichever is less.
- 1.46 Water and electricity bills for houses for which accommodation allowance claimed have to be paid by the officer occupying them.

Camp Building

- 1.47 Supervising Officers, Surveyors and Survey Overseers may construct temporary camps when Pre-fab huts or houses are not available to accommodate themselves,

their office, and team of Survey Fields Assistants with prior authority from the Senior Superintendent of Surveys. State lands should be used and Survey Field Assistants should be engaged for the construction. When state lands are not available for camping, field officers can rent out a private land for a reasonable ground rent.

1.48 District Senior Superintendent of Surveys will authorize expenditure for camp building up to the authority given him under FR 135 as per S.O. 1.2. Procurement procedure should be followed, if the amount exceeds this. Once the authority is received, the Surveyor may draw an advance equal to the amount authorized. ([Annex 6](#))

1. 1.49 The vouchers submitted in respect of camp building should have the following details. ([Annex 7](#))

- (I) Under receipts from suppliers of materials, signed and witnessed
- (II) Names and addresses of suppliers of materials
- (III) Certificate from the Surveyor

Transport of Government Stores

1.50 Private lorries or tractors can be hired for the transport of Government stores, only when vehicles belonging to the state are not available. Such officers should obtain prior authority for this from the District Senior Superintendent of Surveys/Provincial Surveyor General.

1.51 When rail transport is available for full or part of the trip, this facility must be used, if it is more economical to the state. Railway warrants for transport can be obtained from the Supervising Officer or Senior Superintendent of Surveys/ Provincial Surveyor General.

1.52 When a large quantity of Government stores is to be transported by rail, a separate railway wagon can be used with the permission from the District Senior Superintendent of Surveys. A wagon should be booked in advance for this purpose by making a written request to the Station Master of the nearest railway station.

1.53 Attention must be paid to prevent unnecessary detention at either end when goods are transported by rail. Negligence may result in demurrages being held against the officer responsible.

1.54 When applying for authority to transport stores, the officers must give the following details to the Senior Superintendent of Surveys. ([Annex 4](#))

- (I) Reason for transport:
- (II) Proposed date of transport:
- (III) Weights of goods and list of stores
- (IV) Transporting from which station to which station:
- (V) Distance to be transported:
- (VI) Mode of transport
- (VII) Payment units / rates and cost:

- 1.55 Rates for lorry or tractor hire should be as decided by the District Price Fixing Committee at the District Secretariat and, if there are different rates, it should be submitted with recommendations from the relevant Divisional Secretary to the District Senior Superintendent of Surveys for payments.
- 1.56 Once the authority is obtained for estimated expenditure, an advance can be obtained for the full amount. Vouchers submitted in respect of these services should include the following information and certified. ([Annex 5](#))
- (I) Weight of goods transported / list of stores:
 - (II) Distance transported:
 - (III) Date of transport and reason for transport:
 - (IV) Registered number of the vehicle and pay load:
 - (V) Name and address of the owner of the vehicle:
 - (VI) Destinations and rate of payment:
 - (VII) Receipt from the owner of the vehicle as given below, signed and witnessed:
 “Received from Mr/Mrs/Miss. a sum of Rupees
 . . . being the lorry hire for transport of Government stores from
 to “
 - (VIII) The officer should certify on the voucher that he actually transported the stores and that the transport cost has been paid by him.
- 1.57 When the weight of the Government stores transported cannot be determined exactly, a list of stores should be annexed to the voucher.

Repairs and Local Purchases

- 1.58 Purchasing some items locally and mending tools etc. should be done by the Divisional Survey Office as and when necessity arises. (e.g. Purchasing cattles, Mending of crowbars, jumpers, etc.)
- 1.59 Above repairs and purchases should be done with the authority of the Senior Superintendent of Surveys and subject to the prices of the District Price Fixing Committee. When applying for the authority, following details should be submitted. (See specimen application in [annex 8](#))
- (I) Job to be done
 - (II) Estimated expenditure
 - (III) When such expenditure was incurred earlier.
- 1.60 Once the authority is granted, total authorized amount can be obtained as an advance to attend to the task.
- 1.61 The vouchers submitted in connection with these services should contain the following details. (Annex 9)
- (I) Date of payment
 - (II) Under receipt from the contractor signed and witnessed
 - (III) Name and address of the contractor
 - (IV) Certificate from the Superintendent of Surveys

- 1.62 When a permanent store item (e.g. purchasing catty) is purchased locally, a set of S 56 forms must be prepared and submit to the Senior Superintendent of Surveys along with the voucher. Following certificate should be given on the back of the voucher.
“Items referred to overleaf have been taken into the Store Ledger of the Divisional Survey Office and S 56 forms submitted herewith”

The Supervising Officer should include the above certificate and confirm whether S56 forms are annexed before forwarding the voucher. The District Senior Superintendent of Surveys will submit the S 56 forms to the Procurement and Supplies Branch by registered post along with a copy of the voucher.

Payment for Postal Services

- 1.63 The expenditure incurred on registration of letters, money order commission etc. by Field Officers for daily routine official duties can be reimbursed.
- 1.64 The allocations for postal expenses required for official duties in every office will be allocated at the beginning of the year and conveyed to the relevant post offices. If the allocation is exhausted before end of the year, additional allocation must be obtained for the balance period by prior notification.
- 1.65 This advance will be issued by the District Senior Superintendent of Surveys on an application made by the Supervising Officer. Officer should maintain a register for the advance received. ([Annex 10](#))
- 1.66 To renew the advance, officer should submit a voucher with a receipt issued by the Postal Department annexed to it. The following certificate should also be included on the voucher. ([Annex 11](#))

“I do hereby certify that the services detailed overleaf were necessary for official duties, and that the services were actually carried out, and the expenditure incurred by me”

Fuel for Government vehicles

- 1.67 When it is necessary to pump fuel to a government vehicle, the District Senior Superintendent of Surveys can issue a maximum of Rs.7500/= as an advance to the officer in charge of vehicle. However, when this officer has been issued with other postal and miscellaneous advances, the amount issued as fuel advances should be decided so that the total advance is Rs.7500/=

Note:-

The officer in charge of vehicle should take steps to check the fuel consumption rate of the vehicle whenever the necessity arises or quartely and, if there is a change, approval from the senior officer should be obtained. Afterwards, these details should be entered in the log book of the vehicle by the officer in charge of the vehicle.

- 1.68 Officers who draw fuel advances should maintain a register similar to one given in [annex 10](#) with suitable amendments.

- 1.69 When the officer is settling the advance received, he must submit vouchers as in [Annex 12](#) with receipts issued by authorized filling stations annexed to it. The voucher should contain the following certificates.

Driver's certificate:-

"I do hereby certify that the quantity of fuel indicated in the annexed bills have been supplied to vehicle No in front of me and that the details are entered in the Daily Running Chart of the vehicle."

Certificate by the officer in charge of the vehicle:-

"I do hereby certify that the expenses mentioned in the bills have been incurred by me to supply fuel to vehicle No and, that the details are entered and signed by me in the Daily Running Chart of the vehicle."

- 1.70 Purchase of fuel should be done in the presence of an Officer and the details of fuel purchased for vehicles should be entered, daily in the Daily Running Charts certified by above Officer with his signature; and monthly in the Log Books and in the Monthly Summery of Expenditure by the in charge of the vehicle.
- 1.71 The Log Book of the vehicle should be properly maintained by the Officer in Charge of the vehicle and in addition, a copy of it must also be maintained by the Senior Superintendent of Surveys in the District Survey Office. Its details should be updated regularly and examined by the Senior Superintendent of Surveys.

Repairs of Government Vehicles

- 1.72 Repairs to government vehicles should be done at approved registered garages. However, in addition to the registered garages approved by the department, the garages approved by the Government Agent can also be used whenever necessary.
- 1.73 When a vehicle need a repair, the Senior Superintendent of Surveys should called for quotations from the approved garages based on request made by the officer in charge of the vehicle, and attends to repairs after getting authority from the Procurement Committee. Actions should be taken to get the recommendations from an acceptable Technical Officer before and after the repairs whenever necessary.
- 1.74 When payments are made on vehicle repairs, the procurement procedure should be followed. The limits of such expenses should agree with the statement of S.G.'s annual financial delegations mentioned in S.O. 1.2.
- 1.75 It is the responsibility of the officer in charge of the vehicle to enter the details of the repairs in the Daily Running Chart, Log Book and the Monthly Summery of Expenditure. Also, he must send an extract of entries in the Log Book to District Survey Office monthly, to update the copy of the Log Book of the District Senior Superintendent of Surveys.
- 1.76 It is the responsibility of the driver of the vehicle to see that the repairs are done according to the agreement. To indicate this responsibility, the driver should give the following certificate on the face of the receipt issued by the garage.
"Repairs have been done satisfactorily."

When a driver has necessarily to be away at a garage with the vehicle in his charge for having minor repairs attended to, over short period, he will be paid combined allowance on account of detention in terms of Chapter XIV of the Establishment Code. The driver must state the necessity for detention beyond three days on the travelling claim and, the Supervising Officer must furnish a special certificate on the claim that he is satisfied that the detention was necessary and acceptable beyond three days.

- 1.77 Any old spare parts removed from the vehicle during repairs should be taken over by the officer in charge of the vehicle and hand over to District Survey Office with a list.
- 1.78 Prior authority of the paying officer should be obtained for the purchase of new spare parts for an urgent repair and the money spent can be reimbursed by submitting a voucher. The Officer in charge of the vehicle must give the following certificate on the voucher before it is sent to Senior Superintendent of Surveys for payment.
 “I do hereby certify that the services detailed overleaf have been done to the vehicle No. and that the expenses taken in to the Daily Running Chart and the Log Book of the vehicle.”

Official Travelling

- 1.79 All official travelling will be subjected to the regulations in Chapter XIV of the Establishment Code.
- 1.80 To meet expenses for official travelling, an advance up to 75% of the estimated expenditure can be drawn after the programme of travelling is authorized by the relevant Officer. Advances for field duties should be obtained from the District Senior Superintendent of Surveys. ([Annex 13](#))
- 1.81 The amount of combined allowance paid to an officer varies according to the time spent on travelling and the salary drawn by him. The rates of combined allowance paid for each salary points are given below. These rates may change from time to time.

<u>Monthly Combined Salary (Rs.)</u>	<u>Full Combined Allowance</u>
Up to Rs.15839/=	Rs.350/=
From Rs.15840/= to Rs.21044/=	Rs.400/=
Rs.21045/= and above	Rs.500/=

- 1.82 Point of departure for officers who are travelling on duty should be his / her attached office. However, for special reasons such as serving in an out camp etc., they can be allowed to travel daily from some other convenient location provided the following conditions are satisfied.
- i. The total cost of daily travelling should be less than the total expenses for construction of a camp.
 - ii. The daily output of work should not go below the norm for the day
 - iii. The organization of work is not affected.

In such cases, the Supervising officer will decide what the point of departure should be.

- 1.83 Prior authority should be obtained for all official travelling from the Officer authorized under S.O. 1.2. However, the Survey Field Assistants are not expected to get this prior authority and the combined allowances for their travelling will be paid on completion of duties on the recommendations from the Surveyor and / or Supervising Officer.
- 1.84 The officers who are certifying and approving travelling claims of officers must compare those with the Journals or Diaries and, the following certificate must be given on the travelling claim.
 “Checked with the Journal / Diary and work programme, and certified correct”
 If prior authority could not be sought for any deviation from the approved programme, covering authority should be obtained at the earliest opportunity.
- 1.85 District Senior Superintendent of Surveys and Superintendent of Surveys who have regular travelling can employ a Circuit Messenger to accompany them and he should be a Class II or III Survey Field Assistant on field duties. Circuit Messengers are entitled to claim travelling expenses for the time spent away from the station.
- 1.86 The officer in charge of the vehicle must compare the travelling claims of Departmental drivers with the Daily Running Chart and give a certificate as follows. .
 “Checked with the Daily Running Chart and certified correct”
- 1.87 Circuit Messengers’ travelling claims should be prepared by them in their favour on form G 177 and will be paid direct to them on recommendation from the Supervising Officer once submitted.
- 1.88 Officers who are eligible to travel 1st Class in the railway are entitled to car mileage.
- 1.89 The officers who are entitled for car mileage are also entitled to use a hiring car. This should be done only under special circumstances with the prior authority from the superior officers. A proper under receipt must be submitted with the travelling claim to get the car mileage.
- 1.90 When a private vehicle belongs to officers or hiring cars are used for official travelling, officers can claim mileage at the following rates. These rates may change from time to time.

Vehicle	Rate per km.
i. Private motor car	Rs. 12.00
ii. Hiring car	Rs. 8.00
iii. Motor cycle	Rs. 2.00
iv. Push Bicycle	Rs. 0.35

- 1.91 When official travelling is done by bus, no under receipts are necessary to claim bus fare, but the officer should give the following certificate on the claim.
 “I certify that I have travelled by bus on duty and that the amount claimed was actually incurred by me as bus fare”
- 1.92 When an officer travelling on duty requires a conveyance or uses labourers between his residence and a railway station or bus stand, he may be paid a sum of Rs. 5.00 for a

distance not exceeding 1.6 km (1 mile) and Rs. 10.00, when the distance is more than 1.6 km to cover incidental expenses, such as portage.

Travelling on Change of Station

- 1.93 Traveling expenses on Change of Station should be done strictly according to Sections 20, 21, 22 , 23 & 29 of Chapter XIV of the Establishments Code. Officer in charge of transferring officer' s new station should give clear and definite detail instructions regarding routes to be taken and mode of transport of goods, on change of stations to minimize the cost to the Government.
- 1.94 On receipt of these instructions, officers may draw necessary travelling advances from the paying office relevant to new duty station.
- 1.95 If any Government stores have been transported along with officer's private baggage, the expenses for the Government stores should be claimed on a separate voucher.
- 1.96 Private vehicles can be employed to transport between rail heads and the duty stations (Old and New), if Government vehicles are not available, with the prior authority from the Senior Superintendent of Surveys/Provincial Surveyor General.
- 1.97 When rail transport is not available, private lorry can be employed with the prior permission from the District Senior Superintendent of Surveys or an Officer above, to transport between the old duty station and the new duty station. In such instances, the officers must submit a written certificate that the rail transport is not available between these stations.

Payment of Traveling Expenses

- 1.98 Traveling claims in respect of official traveling done during a month should be prepared using form General 177 and forwarded on or before 5th working day of the following month.
- 1.99 Officers holding posts of Provincial S.G, Senior S.S., S.S, Govt. Surveyor and Survey Field Assistants who have regular official travelling should forward only one travelling claim for each month. Other officers should submit travelling claims immediately after the completion of the relevant duty. The Officers attending departmental inquiries, appearing in Courts and participating seminars should attach attendance certificate issued for the purpose to the traveling claim. Traveling expenses should not be paid without such a certificate.
- 1.100 officers are engaged on official traveling with the authority as per S.O. 1.83 above should submit their travelling claims to the officers indicated in the following chart. Those officers should forward these applications with their recommendation to the paying office without any delay.

Applicant	Recommendation	Approval	Paying Office
Provincial S.G.		Additional S.G.	Provincial S.G.'s office
Senior S.S.		Provincial S.G.	District S.O./Provincial S.G.O

S.S./Supervising Officer		Senior S.S.	District S.O.
Govt. Surveyor	S.S.	Senior S.S.	District S.O.
Drivers / Chief S.F. Assistants	S.S. / Govt. Syr.	Senior S.S.	District S.O.
S.F. Assistants	Govt. Syr. / Chief S.F.A., S.S.	Senior S.S.	District S.O.

1.101 All Survey Field Assistants should prepare their travelling claims on form General 77 by themselves and submit. Details such as, dates involved in field work, time of leaving, time of arrival and work done, should be certified as follows.

- i) The travelling claims of Survey Field Assistants should be certified by Chief Survey Field Assistant or Surveyor, with whom he was engaged on work.
- ii) Travelling claim of Chief Survey Field Assistant should be certified by the Surveyor.
- iii) The Supervising Officer should certify that the details given in the travelling claim of Surveyor agrees with his Journal.

1.102 After taking action in terms of S.O. 1.101 and 1.100 above, a schedule of travelling claims should be prepared in duplicate in the Divisional Survey Office according to each survey party, and it should include the names of the Govt. Surveyor, Chief Survey Field Assistant, and Survey Field Assistants in the order of sequence. ([Annex 14](#))

1.103 The Superintendent of Surveys must compare and examine the schedules and travelling claims mentioned in S.O. 1.102 with the work completed by them for that month and his recommendation written on the travelling claims and both the schedules, and forward to District Senior Superintendent of Surveys for payment.

Note:-The Senior Superintendent of Surveys/ Superintendent of Surveys has the power to delete any amount in the travelling claims which does not reach the expected physical progress of the duty.

1.104 As soon as the file of travelling claims mentioned in S.O. 1.103 is received, the subject Public Management Assistants' should carefully examine the salary indicated in each travelling claim, combined allowance rates claimed, bus fare etc. and sign to that effect. Senior Superintendent of Surveys having decided and approved the amount to be paid for each travelling claim, Ledger Public Management Assistants' should amend the schedules where necessary to indicate the changes to the amounts to be paid.

1.105 Ledger Public Management Assistants' should note the details of payments in the relevant pages of the payment Votes Ledger or Miscellaneous / Deposit Account and submit claims to the Technical and Administrative Officer (T.A.O.) with the Ledger for certification. T.A.O. should sign the schedule and each travelling claim and initial the Ledger to the effect that he has certified the claims.

1.106 Paying Officer should make the necessary entries in the Cash Book and should write out cheques according to the amounts in the travelling claims separately for each bank. These cheques should be credited to the relevant applicant's bank account. The copies

of the relevant schedules should be sent to the applicants for information, get their signature on it for the receipt of money and submit to Senior Superintendent of Surveys.

- 1.107 Those failing to forward travelling claims of the previous month before the 5th working day of the month will have their claims settled only on the following month. The responsibility for the delay will rest on the officer who had not forwarded the claim on the due date.

Lapsed Travelling Claims

- 1.108 Traveling claims should be submitted to the approving officer within 30 days from the last date of travelling on duty. Those who submit monthly claims should do this before the last date of next month. Claims received after this date are treated as lapsed and lapsed period is calculated from there.
- 1.109 Lapsed travelling claims should be submitted with reasons for the delay. When this is not done, certifying officer must call for reasons for the delay. When the reasons are not satisfactory, necessary deductions must be made according to the rates given in Section 28.6 of Chapter XIV of the Establishments Code and amend the claims before payment.
- 1.110 Traveling claims which are delayed for more than three months but within the relevant financial year should be sent with recommendations from the District Senior Superintendent of Surveys to Provincial S.G. and get the approval for payment. When the financial year has been exceeded, approval for payment should be obtained by forwarding to the Head of the Department with recommendations from the Senior Superintendent of Surveys and the Provincial S.G. Such claims are paid only after this approval is granted. When payments are made for such claims, fine should be deducted as in S.O. 1.109.

Out Camps

- 1.111 For a survey which lasts only a few weeks, it may be economical for the department to move a field survey party to a temporary camp close to the work site with limited amount of stores but without shifting them permanently on change of station. On such occasions, the Surveyor and his party has to be paid combined allowance for the period they stay in the temporary camp. This movement is referred to as an Out Camp. Immediately after moving to an out camp, a change of station form should be sent to District Senior Superintendent of Surveys with the word "Temporary" written in red on the top margin of the form.
- 1.112 The Out Camp system should be adopted only if it is more economical to the Government, depending on the nature of work and the location of work. Senior Supdt. of Surveys can authorize up to 10 days out camp and if it is more, authority for out camp will be authorized by Provincial Surveyor General.
- 1.113 The Surveyor and the field team can be employed on out camp basis only for a maximum of 90 days

- 1.114 A Surveyor expecting to do a survey in an out camp should prepare and submit an estimate giving the following details.
- i. Survey requisition number and date
 - ii. Estimated volume of work (in Surveyor months)
 - iii. Number of Survey Field Assistants to be employed on this and their names
 - iv. Date of commencement
 - v. Date of completion

The Supervising Officer should scrutinize this estimate carefully and forward to District Senior Superintendent of Surveys with his recommendations.

- 1.115 For some important reason, if a vehicle has to be used in an out camp, special approval should be obtained by supplying the relevant details (e.g. Number of the vehicle, Driver's name etc.)
- 1.116 When certifying the travelling claims for out camps, the Supervising Officer must see that the following conditions have been completed satisfactorily.
- i. No private baggage has been transported at state expense.
 - ii. Duty at the out camp is less than 90 days.
 - iii. Work at the out camp has been confined only to field work and essential plan and office work.
 - iv. Not more than one ton of government stores have been transported to the out camp.
 - v. Norms for daily output of work have been maintained.
- 1.117 If traveling from out camp to permanent duty station takes less than ½ days, they should return to permanent duty station to spend the weekends. They can remain in the out camps and claim combined allowance for weekends, without attending to normal duties, if longer periods have to be spent on traveling and if it is more economical to the Government.

Advances

- 1.118 A State Officer who is expected to attend to an official duty is entitled to draw an advance to meet the expenses connected with that duty.
- 1.119 The following two types of advances are issued to state employees.
- i. Imprest advance
 - ii. Salary advance
- 1.120 Travelling and Miscellaneous advances issued to officers from Paying Offices are imprest advances.
- 1.121 An officer who needs an imprest advance, should make a written application clearly indicating the relevant details. The application should show the probable expenditure as accurately as possible.
- 1.122 All advances should be settled within 30 days from the date of issue. An unsettled advance can be recovered from the officer's salary. In addition disciplinary inquiry

may also be held against the officer for temporary misappropriation of public money. After the services are rendered, if the advance is not fully utilized the excess should be refunded at once together with an explanation.

- 1.123 An advance drawn for one purpose should not be used for any other purpose without permission from the issuing authority.
- 1.124 An officer should not be issued with a second advance when one advance of the same type is outstanding.
- 1.125 Officers must maintain the following registers to keep records of advances drawn by them:
- i. Advance register. ([Annex 15](#))
 - ii. Registers for fuel, postal services etc. ([Annex 10](#))

Separate registers should be prepared for each category of advances and records maintain as in annex 10.

- 1.126 When a voucher or a travelling claim is submitted to settle an advance even whether it be fully or partly, the officer must write the following sentence in red on the top margin of the voucher or travelling claim.
“Received an advance of Rs.”
- 1.127 Officers receiving following advances after submitting an application should be recovered from their salaries, monthly.
- i. Monthly salary advance.
 - ii. Annual festival advance
 - iii. Advances to State Officers (Other advances paid under Advance “B” account)
- 1.128 The offices which maintain the PE ledgers and prepare the pay sheets will issue and recover above advances.

Salary Advances

- 1.129 Any employee who wishes to draw monthly salary advance must make an application at the beginning of the year to the office where pay sheets are prepared. Once this consent is given, advance will be prepared throughout the year and he must draw it without a break. This payment is usually due on 10th of each month and if there is a change in the dates, the Treasury will notify the dates in advance by issue of circulars. This advance will be recovered from the salary of the month in which it is issued. It should be entered under the column “25% Salary Advance” in the recovery columns of the pay abstract.

Year End Settlement of Advances

- 1.130 If all the advances received such as travelling, salary etc. (except those under Advance “B” Account) are not settled by the month of December, actions should be taken to settle them by submitting the travelling claims or by refund, on or before the 20th of December.

Festival Advance

- 1.131 Festival advances will be paid according to the provisions given in Section 13 of Chapter XXIV of the Establishments Code
- 1.132 Festival advance of Rs.5000/= can be drawn for any festival of significance to the particular employee. The amount of this advance will be published in the circulars issued by the Treasury. See [annex 16](#) for specimen application form.
- 1.133 Festival advance will be issued only once in 12 months and recovered in 10 installments without any interest.

Special Advances

- 1.134 Special advances are issued on the same conditions as those of festival advances. Please see [annex 17](#) for specimen application. The advance received should be paid back with interest in 10 installments. The amount of this advance will be published in the circulars issued by the Treasury.

Issue of Loans under Concessionary interest terms (Distress, Vehicle, Property)

- 1.135 Officers are entitled to receive Distress loans, Vehicle loans and Property loans vide Chapter XXIV of the Establishment Code and under the conditions mentioned in the circulars issued by the Treasury and the Ministry of Public Administrations from time to time.

Salary and Salary Payments

- 1.136 Payment of all salaries to the staff attached, to Head Office by the Accounts Branch in Head Office, I.S.M. Diyatalawa by the Institute and, all the other field staff by the respective Provincial S.G.O.s. These payments should be prepared by using the Government Payroll System Computer Software and, the print outs of payment ledgers should be obtained monthly and properly maintained by the respective paying office as payment ledgers. Payment Ledgers should be preserved for 45 years.
- 1.137 Certified lists of salaries and salary advances of the employees attached to the District should be sent to District Survey Offices and / or Divisional Offices by the Provincial Office at least four days before the date of payment, and the Provincial Office will credit the salaries of each employee to his / her bank account on the prescribed day.
- 1.138 The date of salary payment in each month normally notified at the beginning of the year. Payment of salaries will be on the 25th of each month except when by notification or by circular this date is altered.
- 1.139 All changes / transfers of staff should be promptly reported by the District Senior Superintendent of Surveys to the Provincial Survey Office before 5th of the month specifying the effective date of assumption of duties at the new station. Then Provincial Surveyor General should take action to stop payment and send salary particulars to new station. Officers transferred should also inform the salary paid/paying offices when they resume duties at their new station.

- 1.140 When a Public Servant is transferred he/she should change the station on due date with clearance obtained from the previous station. Once he/she reported to the new station, the officer in charge of the new station should make sure he/she has obtained necessary clearance from previous station and inform about his/her change of station to the immediate senior officer with copies to previous station, Previous paying office, new paying office, Computer Branch of the S.G.O and to personal file. In case of a change of station of a Govt. Surveyor, the Surveyor himself should also inform the change of station to the Progress Branch of S.G.O on Change of Station form. New paying office should make any payment only on the officer report to new station with necessary clearance.
- 1.141 Only the officer or employee should sign the pay sheet or voucher against their name. Substitutes of any sort must not be allowed to sign for them.
- 1.142 All officers and employees must sign the pay sheets for the receipt of the salary and the relevant Supervising Officer must certify the pay sheets to the effect that they worked during the month and take actions to submit the pay sheets to the Provincial Survey Office / Paying Office.
- 1.143 When the pay sheets cannot be signed due to a reason (e.g. such as sickness) acceptable to the Supervising Officer, a receipt on form G 38 with name and service number can be attached to pay sheet and sent. Action should be taken to suspend the salary of those who fail to sign with out a valid reason.
- 1.144 The pay sheets in respect of 25% salary advances should be sent to Provincial Survey Office on or before 15th of the month, after getting the signatures for payments. The pay sheets connected to monthly salaries should be sent to Provincial Survey Office before 25th of next month. Salaries should not be paid until these documents are received back by the Provincial Surveyor General.
- 1.145 When an officer who had not received his salary makes a request, the District Senior Superintendent of Surveys should take actions to pay this through the Provincial Office.
- 1.146 Security Personnel with Weapons, (Shikaries) who are employed with prior approvals should be paid for the days of work done at the rates approved by the government from time to time.
- 1.147 Salaries to casual labourers and Shikaries should be paid according to the check roll maintained by the officer who employed them. Payment should be made, once the check roll and the detail voucher are submitted at the end of the month or no sooner the relevant duty is completed.
- 1.148 It is the responsibility of the officer in charge of personal files about the increments of a Public Servant and he/she should follow up to obtain necessary confidential reports in time.
- 1.149 No pay and half pay leave applications of a Public Servant should be sent to District Senior Superintendent of Surveys with the recommendations of the Supervising Officer. After giving approval by the Senior Superintendent of Surveys, it should be

conveyed back, and inform the Provincial Surveyor General for necessary deductions from the salary.

- 1.150 In view of long length of time involved in this procedure, the District Senior Superintendent of Surveys should inform the Provincial Surveyor General to stop the salaries of Public Servant who go on no pay leave very often or long periods. If this is not done in time, there may not be an opportunity of recovering for no pay leave in case they vacate post later.

Death of an Employer in the Field

- 1.151 If an employer dies in field, a full report should be forwarded to the Provincial Surveyor General through the Senior Superintendent of Surveys by the Superintendent of Surveys of his death and on the steps taken to inform his relatives. A statement of the deceased's personal belongings and undrawn wages should accompany this report.
- 1.152 If the body is not claimed by the deceased's relatives or the cost of the burial cannot be met by them, the actual expenditure of the burial may be claimed on a voucher. The officer incurring this expenditure must be reimbursed from the advanced account and the voucher should be set off against this advance when Treasury approval is received. When such expenditure is incurred, the undrawn wages of the Survey Field Assistant will ordinarily lapse, and the proceeds of the sale if any, of his personal belongings will be credited to revenue.
- 1.153 The expenses that would be refunded are as follows:
- (a) Reasonable amount for the coffin,
 - (b) Reasonable amount for the grave digging and
 - (c) Reasonable expenses for the transport of the corpse.

A certificate to the effect that the expenses claimed are fair and reasonable should be obtained from the Divisional Secretary of the area.

- 1.154 Payments to next of kin of an employee must be supported by a receipt on the prescribed form General 77 (F4) certified by the Grama Niladari of the village.
- 1.155 The salary and allowances due to a deceased employee should be paid to his widow or next of kin by calculating up to the date of his death in that month. (Section 2 Chapter VII of the E.C.)

Rent for Government Quarters

- 1.156 Officers in occupation of Government Quarters and officers who are reimbursed expenditure incurred on house rent will be charged rent in accordance with Section 5 Chapter XIX of the E.C.
- 1.157 Offices who refuse to occupy Government Quarters allocated to them will be treated in a similar manner as to those to whom quarters are allocated. During the period, the quarters remain vacant, rent will be charged in accordance with rates referred to in Section 5, Chapter XIX of the Establishment Code.

1.158 When an officer occupies a Government Quarter, it should be reported at once to the Paying Officer. Same way, when an officer vacate a Government Quarter, it should be reported one calendar month before, to the Paying Officer. (Section 6.5 of Chapter XIX of Establishments Code)

Accounts of District Survey Offices

1.159 All payments in the District Survey Offices should be carried out by the Senior Superintendent of Surveys according to the scheme of delegation of authority on accounts by the Surveyor General. The Senior Superintendent of Surveys will be personally held responsible for the entire financial administration of the District.

1.160 When a voucher is received in a District Survey Office, it should be date stamped to indicate the date of receipt.

1.161 The queue system is accepted as being fair by all. Payment of claims in the order they are received in the paying office will lead to contentment among the staff and thus helps towards better out put. When queue system is to be followed in making payments, maintain a register numbering the voucher sequentially each month. The following particulars should be shown in the register.

- (a) Date received
- (b) Voucher number
- (c) Details of the claims in the voucher
- (d) Amount claimed
- (e) Amount approved
- (f) Advance obtained
- (g) Balance to be paid
- (h) Balance paid on

1.162 Any claims should be paid as early as possible. If the certified claims are found to be incorrect later, the certifying officers are liable to surcharge the excess amount. The bills such as water, electricity, telephone or assessment tax should be paid on due date. If any delay charge or fine is to be paid, it should be surcharged from the officer responsible for the delay.

1.163 The vouchers and other payment claims of Field Officers should be approved for payment by the Senior Superintendent of Surveys after recommendation by the Superintendent of Surveys. It would facilitate if a rubber stamp is use for this purpose. Also, the recommended vouchers and travelling claims received from other offices should be passed for payment.

1.164 The vouchers and claims should be certified by the officer who is authorized to do so under the scheme of power delegation under FR 135. It would facilitate if a rubber stamp is used for this purpose.

1.165 All payments must be supported by vouchers or pay lists or abstract certified by an officer authorized to do so for payment

Bank Accounts

- 1.166 Bank Accounts in the District Survey Office should be named as “Senior Superintendent of Surveys District”. In the case of Provincial Surveyor General’s Office it should be “Provincial Surveyor General Province” and for Institute of Surveying and Mapping, it will be “Senior Deputy Surveyor General (Training)”
- 1.167 Requisition for money should be limited to the estimated expenditure for the following month and should be made to the Provincial Surveyor General’s Office in time, as per specimen form in [annex 18](#). Extreme care should be taken to see that large balances are not left idle in the Bank Account. No official Bank Accounts must be over drawn.
- 1.168 The cash book should be balanced and reconciled on every working day. A cheque for the balance should be drawn in favour of the Provincial Surveyor General on the last working day of the financial year as decided by the Surveyor General and send to him.

Writing of cheques and custody of cheque books

- 1.169 The bank should be requested to supply Order Cheques. An inventory of the cheque books obtained from the bank and used should be maintained in a register as per specimen form in [annex 19](#). The cheque books should be in the custody of the Assistant Director (Finance) or the Technical and Administrative Officer and should be issued to cheque writing clerk daily. In the evening at the close of office it should be taken back, check to see whether the unused leaves are intact, and kept in the safe.
- 1.170 Provincial Surveyor Generals, Senior Superintendents of Surveys, Superintendents of Surveys, Assistant Director (Finance), Technical and Administrative Officers, and the specially authorized officers are authorized to sign cheques. Prior approval from the Surveyor General should be obtained for this. Two such officers should sign the cheque for the cheque to be valid for payment. Action will be taken by the Head Office to get these officers secured in terms of F.R. The first signatory shall sign the cheque on the left of the space and he shall be deemed to be the Paying Officer. The second signatory shall sign on the right of the first signatory. The counterfoils shall be initialed in the same way. The principal responsibility for the accuracy of the cheque shall be that of the Paying Officer. The second signatory to a cheque shall be an officer who has no responsibilities under F.R.139 and F.R.140. Please see F.R.141 which detailed out the responsibilities of the officers signing cheques.
- 1.171 Cheques should be written out very carefully in indelible ink by the officer assigned to do so. Except the Assistant Director (Finance) Technical and Administrative Officer and the cheque writing officer no other subordinate officers should be allowed to handle cheque books without the authority from the Paying Officer.
- 1.172 Payment should be made only by cheques.
- 1.173 Except the cheques crossed as “Not Negotiable”, other Cheques and money orders sent by post should be sent under registered cover.
- 1.174 At the time of writing cheques, a note on the body of the voucher or abstract should be made to show that it had been paid by cheque giving the number and date of the

cheque vide F.R. 261. The word "PAID" should be written on all other supporting documents. A rubber stamp could conveniently be used for this purpose. He should also give a number to the voucher (in blue on the top right hand corner) and enter the same number and particulars in the Cash Book. This number is denoted as Blue Voucher Number. The number should be in serial order commencing from one for each month. Officers who sign cheques should place their initials on the counterfoils of the cheques and on the "PAID" stamp on the voucher.

- 1.175 All cheques should be crossed and marked "Not Negotiable". If a payee wants an open cheque, he should make a written application in writing and it should be approved by the Paying Officer. All open cheques should be entered in a register as per specimen in annex 20 and they should be handed over to the payee personally. When crossed cheques are handed over to the payee, he should be requested to acknowledge receipt of the cheque on the voucher itself as "received cheque No.....for Rs....." and get his signature. This should be in addition to the formal receipt obtained for the payment. Apart from this, actions should be taken as per F.R. 389.
- 1.176 Counterfoils of used cheque books should be kept carefully bundled in order, either in a safe or lock up drawer. A register of counterfoil books should also be maintained.
- 1.177 Signed cheques should as far as possible be disposed of, during the day itself. Cheques that are not disposed of during the day should be handed over to the Technical and Administrative Officer at the end of the day by the Subject Public Management Assistants. He / She should keep them either in the safe or in the box where cheque books are kept and hand over them back to the Subject Clerk on the following day. (F.R. 390)
- 1.178 With regard to the action to be taken in respect of outstanding cheques and issue of cheques in lieu, see F.R. 392 and 396.
- 1.179 A record of all cheques sent by post should be maintained showing the particulars required in F.R. 388.

Extending Validity Period of a Cheque

- 1.180 Request should be made to return the cheques which are not presented to the bank for payment before its validity is lapsed. This is entered in the register for returned cheques, and the validity extended by crossing out the date the cheque was written and entering the date on which it is amended. Cheque should then be signed by two authorized signatories and the date on the counterfoil is amended in red and initialed by them. The date of revalidation should be shown in red in the last Bank Reconciliation too. (F.R. 391)

Actions on Outstanding Cheques

- 1.181 Cheques which are not presented to the bank for payment before its validity has lapsed are identified as outstanding cheques. The Paying Officer should write to the payee under ordinary cover requesting them to submit the cheque for revalidation. If there is no response to this, then write under registered cover requesting the payee to reply within two weeks of the receipt of the letter.

If the cheque remains un-cashed for a period more than six months from the date of issue or from the last date of revalidation and no reply is received for the registered letter, actions should be taken as follows.

1. Obtain the confirmation from the bank that the cheque will not be paid if presented thereafter.
2. Treat the cheque as cancelled and
 - a. Write on the counterfoil of the cheque as that is cancelled
 - b. In the latest Bank Reconciliation Statement, indicate that the cheque is cancelled
 - c. Record in the relevant entry of the Cash Book
 - d. The value of the cancelled cheque should be treated as an amount received by the Department. The original payment entry and the new receipt entry will be drawn in favour of the Head of the Department (F.R. 394)

When the payee refused the payments for some reasons and returns the cheque to the Paying Officer, the cheque should be cancelled immediately and actions should be taken as per 2 (a) to 2 (d) above. Actions should be taken to issue a receipt in favour of the payee and enter the details in the Cash Book.

Lost Cheques

- 1.182 If a payee reports that a cheque has been lost and cannot be traced, a fresh cheque in lieu of thereof may be issued only after,
- a. Verifying by reference to Cash Book, Bank Reconciliation statement and Bank Statement that the Cheque has so far not been paid.
 - b. Obtain the confirmation of the bank that the cheque in question has not been paid within the last thirty days, and will not be paid if presented thereafter and,
 - c. Obtain a Letter of Indemnity from the payee in the form given in F.R. 392.

Allocations

- 1.183 Provincial Surveyor General will release allocations to each District Office under the various votes and object codes and the liabilities and expenditure should be within the allocations granted and should never be exceeded without the prior approval. If any additional allocation is required, an application should be made in time.
- 1.184 Allocation of funds under the different objects of projects 1, 2 and 3 will be given to the Provincial Surveyor General and he will make the necessary allocations to the Districts and inform the Senior Superintendent of Surveys.
- 1.185 As soon as the allocations are notified, the Senior Superintendents of Surveys should prepare a financial plan of the amounts allocated on a quarterly basis and it should be forwarded to the Provincial Surveyor General before 10th of January each year. He should prepare a similar financial plan for the Province and submit to Director (Finance) before 15th of January.
- 1.186 The Senior Superintendents of Surveys should have a strict control of the funds allocated to him. He should notify the Superintendent of Surveys in his district about the allocations set apart for them for each quarter under the subjects such as travelling,

overtime and fuel etc. The Superintendents of Surveys are responsible for the control of their expenditure within these limits.

- 1.187 The expenditure should be evaluated at the end of each month by the Senior Superintendent of Surveys and a Committed Expenditure Report should be sent to the Provincial Surveyor General as per specimen in [annex 21](#). The Provincial Surveyor General will prepare a similar report for his Province and forward to Director (Finance) before 10th of the following month.

Votes Ledger

- 1.188 Votes Ledgers should be maintained in respect of the allocations granted under each object separately on form No. 138A.
- 1.189 Every voucher should be entered in the vote ledger under the respective votes and object codes before it is passed for payment. Before passing each voucher for payment, the certifying officer should confirm whether sufficient allocations are available from these entries.
- 1.190 Every entry should be serially numbered in the Votes Ledger and the same number given in the voucher in ink. This would help easy reference at a later date. Both sides of the Votes Ledger should be balanced at the end of each month to show, the commitments outstanding for the month, net expenditure, total payments and balance provisions available.

Cash Book

- 1.191 A Cash Book on form General 58 should be maintained in the District Survey Office and the Provincial Surveyor General's Office. Separate books should be used for each financial year.
- 1.192 All receipts should be entered on the receipts side of the Cash Book. Receipts in the District Survey Offices will mainly be remittances from Provincial Office, cash refunds from officers, survey fees, approved advances, sub-imprest, and money received from the public in respect of certified copies of plans etc.
- 1.193 Every entry on the receipt side should be supported by a Paying in Voucher (PIV) on form General 118. A receipt should be issued to the payee on form 172, and the receipt number should be quoted on the PIV. All the PIVs for a year should be numbered in the serial order as the entries in the Cash Book, bundled and kept for the purpose of Audit.
- 1.194 Every payment should be entered on the payment side of the Cash Book and it should always be supported by a duly certified payment voucher.
- 1.195 At the time of payment, vouchers and travelling claims should be numbered in the serial order (Blue Voucher Number) for each month and particulars entered in the Cash Book in the same order giving the same number. When payments are made to a party, it will be convenient to write one cheque to a group of vouchers under same object code detail and to give one Blue Voucher Number. For example, suppose Blue Voucher Number 53 is assigned to 20 travelling claims vouchers. Then the first

voucher is numbered as 53/1, the next 53/2 and the last 53/20. These numbers, names and the amounts will be scheduled on form general 340, ([Annex 22](#)) certified and attached to these claims and the “Paid” frank stamped and cheque number inserted therein. The schedule should be attached to the vouchers and should not be separated.

- 1.196 At the end of each day the Cash Book and the counterfoils of the cheque books should be submitted to the Technical and Administrative Officer or Asst. Director of Finance or in his absence to the next senior officer who should check and see that all payments have been entered in the Cash Book.
- 1.197 At the end of each day the Cash Book should be totaled and balanced. This balancing should be carried forward and at the end of each month, this total and balance should be reported to Director (Finance).
- 1.198 The balance according to the Cash Book should tally with the balance in the certificate of balance furnished by the Bank Statement on the last working day of the month. A reconciliation statement should be prepared as per specimen in [annex 23](#).
- 1.199 The Paying Officer should check the Cash Book from time to time and see that it is being maintained correctly. By the end of first week of every month he should call for the Cash Book and the reconciliation statement in respect of the previous month and see that the book has been balanced and reconciled correctly. He should then initial the Cash Book and the reconciliation statement and get a copy of the statement pasted on the last page of entries or on the next page in the Cash Book.

Cross Entries

- 1.200 In the case of a claim for which an advance or some money has already been paid is included in to the Cash Book for payment, the advance or the money recovered is shown as a cross entry, whilst the balance to be paid is shown under the column cash on the payment side of the Cash Book.

Remittances

- 1.201 All cash, money orders, cheques or any kind of receipts of money should be deposited in the bank at once. No money orders or cheques should be cashed over the counter but should be deposited in the Paying Officer’s Official Bank Account. Cash remittances to the bank if any, should be done personally, by the Technical and Administrative Officer or by the next senior officer. Cheques and money orders remitted to the bank should be endorsed “Credit (Designation) Account” and signed by one of the officers authorized to sign cheques. A rubber stamp may be used for this purpose. The counterfoils of the Bank Account credit slips should be filed and kept carefully.

Classification and Scheduling of Paid Documents

- 1.202 All paid vouchers after the disposal of cheques should be passed on to another officer (not the Cash Book clerk) for the purpose of classification and scheduling. At the end of each month, the vouchers paid during the month should be grouped according to the various object codes and a schedule of the vouchers relating to each object code should be prepared in the form given in [annex 24](#). The schedule relating to each

objects code and the connected vouchers should be bound together and kept in the District/ Province Office until auditing or until end of the following year of the year of payment, whichever comes first. Thereafter, the payment schedules and the vouchers of District Survey office should be handed over to the Provincial Surveyor General's Office.

- 1.203 A classification register should also be maintained for this purpose.
- 1.204 The total under the column "Net amount paid" in the schedule should tally with the classification total under the same object code in the Cash Book.
- 1.205 A summary of the schedules should be prepared on the form given in annex 25A and 25B

Petty cash Imprest

- 1.206 An advance can be drawn from the bank and used as a Petty Cash Imprest. A Petty Cash register should be maintained as in annex 26 and every payment should be noted therein. The imprest should be renewed by settling the amount expended using a voucher. The relevant vouchers should also be classified and scheduled along with the other vouchers. The schedule prepared to renew the Imprest should be filed and kept in office. At the end of the financial year, the balance imprest in hand should be credited to the bank before closing accounts.

Temporary Advance Register

- 1.207 Travelling or miscellaneous advances can be issued to all the officers attached to a District. A register for travelling and miscellaneous advances issued should be maintained as in [annex 27](#). The officer who certifies the voucher for the payment should also initial the register. An officer, who has not settled or submitted claims to cover an earlier advance issued to him, should not be issued a similar advance. Officers who change station to a new District should forward his application for travelling advance through his supervising officer and the District Senior Superintendent of Surveys to the new District Survey Office. This payment will be made by the new District Survey Office.
- 1.208 When a paying office pays a travelling claim where the advance noted on it has been paid by another paying office as a special case, the paying office should draw a separate cheque in respect of the advance shown in the travelling claim and send it to that paying office where advance has been paid.
Note: Recoveries by cheques mentioned above should not be noted under the 'Column – Cross Entry Recoveries' in the schedule but should be noted under the 'Column – Net Amount Paid'.
- 1.209 At the end of each month, a statement showing the total of the advances issued and the balance outstanding should be prepared as per specimen in annex 28 and sent to Provincial Surveyor General's Office along with the Monthly Summary.
- 1.210 If an advance issued to an officer is not settled within one month, actions should be taken by the Paying Officer to recover same from the salary of the officer.

General Deposits Account

- 1.211 The District Senior Superintendent of Surveys should maintain a General Deposits Account as in form General 69 in respect of advances received as estimated cost of surveys etc. These amounts should be entered on the receipts side of the Cash Book and credited to the General Deposit Account. These should be shown in the Monthly Returns separately. When the final bill of cost of survey is rendered, actions should be taken to settle any excess amount if available. Any balance received should also be credited to the relevant receipt objects of the General Deposits Account in the first instances.
- 1.212 Any excess amount recovered as advance should be refunded by debiting the Deposit Account and including the payment in the Cash Book by a voucher. Also, the schedules of such payments should be annexed to the monthly returns. The total of such payments should be shown as refunds from General Deposits Account.
- 1.213 The actual cost of survey or advances over three months should be cleared from the General Deposits Account and credited to relevant Revenue Head by a journal entry. The journal entry should include the bill number and amount etc. However, if any advance taken for an on going survey, cannot be settled due to any special reason, approval should be obtained to keep it in the general deposit any further.
- 1.214 The General Deposits Ledger should be balanced at the end of each month to show the amount received, net expenditure, and the balance provisions available. It should be reported monthly to Provincial S.G. as in [annex 29](#). The Provincial Surveyor General should combine all the details received from the District Offices using the same form and send to Surveyor General. In addition, the Senior Supdt. of Surveys of the District should send a report containing the advance drawn and expenditure for each survey work to the Provincial Surveyor General monthly.

Receipts Books Form General 172

- 1.215 Receipts books of General 172 forms, which are being issued in respect of cash, cheques and money orders received and taken into the Cash Book should be obtained from the Head Office and be kept in the custody of Technical and Administrative Officer. The used books should be returned to Accounts Branch in head office after keeping a record. Particulars of the receipt books, received, used and returned and details about cheque books should be maintained in one register.

Revenue Registers

- 1.216 A Revenue Register should be properly maintained in every office.
- 1.217 A register on form Govt.Agent M83 should be maintained to enter particulars of cheques, money orders and cash received and, as to how they are disposed of. The entries in this register should be made by Technical and Administrative Officer. The cheques and money orders received by post should be entered as soon as the letters are opened. When these are received by hand same procedure should be followed.

Refund from Revenue

- 1.218 Applications for refunds of excess money collected and credited to revenue on account of survey fees or supply of tracings, copies of plans, or maps sale etc. to the general public by the District Survey Office should be prepared on form in [annex 30](#) (General 29) in duplicate and submitted to Director (Finance) with relevant recommendations. He should examine and with Surveyor General's approval forward these details to the Treasury. The refund of money can be made only after getting the Treasury approval.
- 1.219 The District Survey Office will thereafter make the refund treating the form G29 itself as the voucher, after obtaining a receipt for the payment on the overleaf of the form. The payment will be debited to the Revenue Head as indicated in the application form. A separate schedule should be prepared in respect of this payment and sent along with other reports. At the time of payment, entries should be made on the revenue registers, and other documents where the receipt of money has been recorded to the effect that Rs. has been refunded to Mr. ... on The entries should be initialed by the officer who passes the voucher for payment.

Payment at the end of Financial Year

- 1.220 The Paying Officer should ensure that all payments are settled at the end of the financial year.
- 1.221 No advances in respect of travelling should be paid after December 15th unless in special circumstances. The Supervising Officer must ensure the correctness of the claims paid in December is in strictly accordance with the financial and departmental regulation before they are forwarded. Any incorrect claims will be amended in the Provincial or District office as the case may be, without reference to the officer concerned. No subsequent requests will be entertained.
- 1.222 As all the liabilities incurred up to 31st of December in any financial year must be discharged in the same financial year, vouchers or travelling claims should be sent to reach Provincial or the District office as the case may be, on or before the 10th of December for payment in December. Claims for supplies, services performed in December and travelling claims for journeys completed that month should be presented in time for payment before closing the accounts at the end of the financial year. Any claims for December, held up by unavoidable circumstances will be paid in January of the following year. (F.R.115)
- 1.223 Authority from the officer who has been delegated authority under FR 135 is necessary for the payment in the new financial year of vouchers falling due or liabilities incurred before 30th of November of the preceding year. Applications for such authority should be accompanied by a full explanation of the cause of the delay, showing clearly upon whom the responsibility rests, and it should be satisfactorily established with documentary proof that the delay was due to unavoidable circumstances. If the explanation is not satisfactory, the officer responsible for the delay will be surcharged and reimbursed.

Overtime and Holiday Pay

- 1.224 Any authority and payment in respect of Overtime and Holiday Pay should be strictly according to Chapter VIII of the Establishments Code.
- 1.225 Limits of authority for overtime and holiday pay are given in the delegation of authority under F.R. 135.
- 1.226 Drivers should work nine hours per day and for the additional hours of work outside the normal working hours, they can claim overtime. Approval for this should be obtained from the Provincial Surveyor General or from a higher officer, with the recommendation from the Senior Superintendent of Surveys.
- 1.227 The Officer in charge of the vehicle must check the details with the Daily Running Chart and give the following certificate on the face of the overtime voucher.
“Checked with the Daily Running Chart and certified correct”
- 1.228 An Officer of the Sri Lanka Surveyors Service or Sri Lanka Accountants Service or Sri Lanka Administrative Service or a Technical and Administrative Officers who is not entitled to claim overtime and who is called upon to work on a Saturday, Sunday or a Public Holiday is eligible for payment of holiday pay under Section 10 of the Chapter VIII of the Establishments Code.

Regional Procurements

- 1.229 Surveyor General will appoint Regional Procurement Committees for the Institute of Surveying and Mapping, Provincial Survey Generals’ Offices, and District Survey Offices. Procurements of works, Goods and Services have to be strictly in accordance with Procurement Guidelines and Supplements and related circulars.
- 1.230 Application for appointment of regional Procurement Committees should be prepared as per section 2.7.7 of the Procurement Manual, at the beginning of a calendar year or with the change of members and be forwarded to Procurement and Supplies Branch of S.G.O by the Head of the Regional Office.
- 1.231 The authority limits of the Regional Procurement Committees are indicated in the delegation of authorities under F.R. 135 as per S.O. 1.2. Any procurement over these authority limits should be referred to a suitable Procurement Committee having higher authority.
- 1.232 A minute Book should be maintained to write minutes of determinations of Procurement Committees, which should be signed by all members of the committee. This book should be made available for Audit examination when required.

Computerizing Accounts Matters (CIGAS software)

- 1.233 It has been made compulsory to computerize all accounting matters using CIGAS software by the Treasury.
- 1.234 This software has the facility to accommodate all the activities in accounting matters such as, receipts, payments, allocations, impeset receipts and impeset payments and

the account should be prepared at the beginning of the year entering allocations received. Thereafter all the accounting activities should be entered and maintained in comparison with the above.

- 1.235 The account should be closed at the end of each month and obtain reports provided by the software and to make sure the accuracy in comparison with the ledgers maintained.
- 1.236 A digital copy of this computer account of a District Survey Office should be sent to the Provincial Surveyor General Office at the end of each month. The information received from District Survey Offices will be combined with information in Provincial Surveyor General Office at the Provincial Surveyor General Office and combined report will be sent to S.G.O. S.G.O shall compile a combined report for the entire department and be sent to Treasury by 10th of each month. Therefore the reports of District and Provincial Offices should be received at S.G.O. in time.

Collecting Tax and Remitting to Inland Revenue Department

- 1.237 It is necessary to collect all current taxes in collecting fees relevant to all supplies and services of the department
- 1.238 The taxes so collected should be sent to the Commissioner General of Inland Revenue before the specified day in the specified manner.

[Annex 1Chapter 1](#)

S.O. 1.2.

Delegation of authorities for financial control and functions

Office	Issuing of allocations	F.R. 136 Authority	F.R. 137 Approval	F.R. 138 Certification	F.R. 139 Payments
Surveyor General's Office	Director (Finance)	S.G./Add. S.G./ Snr. D.S.G./ D.S.G./ Director (Finance)	S.G./Add. S.G./ Snr. D.S.G./ D.S.G./ Director (Finance)	Asst. Director (Finance)	Asst. Director (Finance)
Provincial Surveyor General's Office	Director (Finance)	Provincial Surveyor General	Provincial Surveyor General / Snr. S.S.	Provincial Surveyor General / Asst. Director (Finance)/ Snr. S.S./ T.A.O.	Provincial Surveyor General / Snr. S.S./ Asst. Director (Finance)/ T.A.O.
Institute of Surveying and Mapping	Director (Finance)	Snr. D.S.G.	Snr. D.S.G../ D.S.G./	Snr. D.S.G../ D.S.G./ Asst. Director (Finance)/ T.A.O.	D.S.G./ Asst. Director (Finance)/ T.A.O.
Distract Survey Office	Director (Finance)	Snr. S.S.	Snr. S.S.	Snr. S.S../ S.S../ T.A.O.	Snr. S.S../ S.S../ T.A.O.

[Annexe2 Chapter1](#)

S.O. 1.39

Snr. Superintendent of Surveys,
..... District.
Through Mr. S.S.

Authority to claim accommodation allowance
Officers/Survey Field Assts.

Please grant me authority to claim accommodation allowance of Rs. in respect of the house / part of house occupied by me/my gang (Survey Field Assistant) at the rate of Rs. per month for the period from to Details in respect of this house are given below:-

1. Name and address of the house owner:-
2. House number and location :-
3. Administrative area :-
4. Type of building :-
(indicate whether permanent or semi permanent building, type of roof, walls and floor etc.)
5. Floor area set a part as office :-

I certify that I am not in possession of tents for occupation and camp building allowances have not been received at this station. Prompt action will be taken to inform you, if I received any tents during the above period.

Further I certify that the house is owned to me or my spouse / is not owned to me or space and the owner of the house is a Govt. employee / is not a Govt. employee

Address:-

Signature :-
Name :-
Designation:-
Date :-

එකුත්තල දින තවත් 30 දිනක් ඇතුළත දී ගෙවිය යුතුයි. Payable within 30 days from the date of issue	වට්ටර් අංකය Voucher No.	GWLS/2009/9	පොදු பொது General	} 35
ශ්‍රී ලංකාව/இலங்கை/ SRI LANKA	චෙක් අංකය Cheque No.			

ස්ථානය/நிலையம்/Station : Ingiriya

වැය විස්තරය/செலவு விபரம்/Debit Particulars :

PAYABLE TO G.W.L. Sirisena (Gov. Surveyor) ව ගෙවිය යුතුයි/கூடுக் கொடுக்கவும்.

දිනය திகதி Date	ඉටු කළ සේවයේ හෝ කරන ලද වැඩයේ හෝ සැපයූ බඩ්ඩල විස්තරයක් හා අවශ්‍ය නම් අනුමත කරන නිලධාරියාගේ සහතිකයක් வழங்கிய சேவை, செய்த வேலைகள் அல்லது வழங்கிய பொருட்களின் முழு விபரம், தேவையான அங்கீகரிக்கும் அலுவலரின் அத்தாட்சிப் பத்திரமும் Detailed description of service rendered, work executed or goods supplied and Certificate of Approving officer, where necessary	ගාස්තු ප්‍රමාණය பெறுமதி Rate	මුදල தொகை Amount	
			රු. ரூ. Rs.	ස. ச. cts.
2009.01.24	Being payment of accommodation allowance to G.W.L. Sirisena (Gov. Surveyor) for the occupation of house at No. 40, Ratnapura Road, Ingiriya, situated in special urban area of Horana Pradeshiya Sabha area ගෙවීමට ඇති බලය සහ ගොනු සම්බන්ධය கொடுப்பனவுக்கு உரிய அதிகாரமும் கோவை விபரமும் Authority for payment and reference to file	Rs. 4,750.00 per month	Rs. 4,750.00	
	Letter No: Kalu/H.R/2009/1 Of 2009.01.18 of Snr. SS (Kalutara)			
Prepared by	G.W.L. Sirisena (Gov. Surveyor)	මුළු ගාස්ත மொத்தம் TOTAL	4,750.00	
Checked by			

FILE MARGIN

ඉහත සි සැපයීම*/சேවාවின்*/ වැඩ*විධ වූ සවිදි අනුමතය ඇතිව කරන ලද බවත්, ඒ සඳහා රුපියල්

.....කුත්තල ගම.....ගෙවීම රෙගුලාසිවලට*/கොන්ත්‍රාත්තුවට*/අනුකූලවන බවත්*/සාධාරණ සහ පුස්ති සහගත වන බවත්*/මගේ දුනුම අනුව*/මීට අදාළ වන ගොනුවල ඇති සහතික අනුව*/සහතික කරමි.

சம்பந்தப்பட்ட கோவைகளில் உள்ள அத்தாட்சிகளின்படி *மேலே வழங்கப்பட்ட பொருட்கள்* / சேவைகள்* / வேலைகள்* உரிய அதிகாரமளிக்கப்பட்ட நிபந்தனைகளுக்கும் ஒப்பந்தங்களுக்கும் ஏற்றவாறு நிறைவேற்றப்பட்டு செலுத்தப்பட்ட கொடுப்பனவாகிய ரூபாய்.....எனது அறிவுக்கு எட்டிய வரை நியாயமானதும் சரியானதும் என நான் இத்தால் அத்தாட்சிப்படுத்துகிறேன்.

I certify from personal knowledge* / from the certificates in the relevant files*/ that the above supplies*/services*/works* were duly authorised and performed and that the payment of Rupees **Four Thousand Seven Hundred and Fifty only**

.....and cents **Nil**

.....is in accordance with regulations* / contract*/ fair and reasonable.

දිනය/திகதி/Date :

.....
 විදායක සහතික කරන නිලධාරියාගේ අත්සන සහ සඳහා,
 செலவியாளரின் அத்தாட்சிப்படுத்தும் அலுவலரின் கையொப்பமும் பதவியும்
 Signature and Title of Officer Certifying Expenditure.

සහතික කිරීමට හෝ ගෙවීමට පෙර වූ. පෙ. 135-140 දහවා අවධානය යොමු කරන්න.
 அத்தாட்சிப் படுத்தவந்தகுமுள்/கொடுப்பனவு செய்யமுள் நிதி குழுக்குள் 135-140 இந்து கவனம் கொரப்படுகின்றது.
 Before certifying / paying, draw attention to F. RR. 135-140.

සටහන - *අදාළ ගොවිත වලින් කැමුණු දහවත් / கவனிக்கவும் - ஏற்புடத்தல்லாத வசனங்கள் வெட்டி விடவும்./ Note - Strike out words inapplicable.

පත්‍ර පිටි සඳහාත් ගණනය වෙනුවෙන් රුපියල්
..... මස
30 දින වැනිදා වන මෙදින මාරු
කළේ.
රුපා ශතකය කිසිදු
..... නානාකාරී කිසිදු පෙරුණුකොටුවෙන්.
RECEIVED this 30 day of January 20.09 in pay-
ment of the Account, overleaf the sum of Rupees Four Thousand Seven Hundred and fifty Only
and cents Nil

සාක්ෂිකාරකයන්
සාද්දා
Witnesses

ලබාගන්නාගේ
පෙරුණුවකින්
Signature of



අත්සන
කෙරෙන
Receiver

සෙවන නිලධාරියාගේ අත්සන සහ දිනය
සහතිකයක් ඇතිකරගත් කෙරෙන පමණක් විය යුතුය.
Signature of Paying Officer and Date

20 වැනි සාමාන්‍ය/විශේෂ බලපත්‍රය/ පොත/වි.වි.ප. අංකය වූයේ :
General/Special Warrant No. of 20

20 වැනි අත්පොත්/මුද්‍රණය මුද්‍රණ බලපත්‍රය/ පුරපොත/සේවකුණු අංකය වූයේ :
Advance/Imprest Warrant No.

20 වැනි බලය
අනුකූල පොතකින් වූයේ අංක 20
Authority No. of 20

H-035548 – 100,000 (2010/07) P ශ්‍රී ලංකා රජයේ මුද්‍රණ දෙපාර්තමේන්තුව

I received Four Thousand Seven Hundred and fifty rupees (Rs. 4,750.00) as a rent for the month of January 2009 for the house rented out to Mr. G.W.L. Sirisena (Government Surveyor) at No. 40, Ratnapura road, Ingiriya

Witness :

Signature of house owner

Name :- K. Gunapala

Address :- No. 40 , Ratnapura road, Ingiriya

I hereby certify that as indicated at back leaf. I am truly occupied house at No. 40, Ratnapura Road, Ingiriya, and I have paid the amount indicated there in.

.....
G.W.L. Sirisena (Government Surveyor)

I hereby certify that Mr. G.W.L. Sirisena (Government Surveyor) is occupied house at No. 40, Ratnapura Road, Ingiriya, and Four Thousand Seven Hundred and fifty rupees (Rs. 4,750.00) claim for that house is reasonable and accordance with current orders and he has not made claim for cost for construction of camp for last six month and he has not issued tents.

.....
I A. Jayathunga

Superintendent of surveys

[Annex 4Chapter1](#)

S.O. 1.54

Snr.Superintendent of Surveys,
..... Division.
Through Mr./Ms.S.S.

Authority to incur lorry / tractor / cart hire
on transport Govt. / Private Stores

Please grant me permission to incur an expenditure of Rs..... for the services detailed below:-

- (1) Purpose and items to be Transported:-
- (2) Rate of pay:- Rs..... per Km per metric ton.
- (3) Weight of goods:-
- (4) Distance and place to be transported :- Km
From To
- (5) Division and District :-

No Govt. vehicle is available to do this transport.

Address:-

Signature :-
Name :-
Designation :-
Date :-

එකුත්තල දින තුළින් 30 දිනක් ඇතුළත දී ගෙවිය යුතුයි. Payable within 30 days from the date of issue	වට්ටර් අංකය Voucher No.	GWLS/2009/9	පොදු பொது General	35
	චෙක් අංකය Cheque No.			

ශ්‍රී ලංකාව/இலங்கை/ SRI LANKA

ස්ථානය/நிலையம்/Station : Ingiriya

වැය විස්තරය/செலவு விபரம்/Debit Particulars :
 PAYABLE TO : G.W.L. Sirisena (Gov. Surveyor)

දිනය Date	ඉටු කළ සේවයේ හෝ කරන ලද වැඩයේ හෝ සැපයූ බඩුවල විස්තරයක් හා අවශ්‍ය නම් අනුමත කරන නිලධාරියාගේ සහතිකයක් සමඟ වැය විවරය, සේවයේ සැපයූ වස්තු සහ සේවාවන්ගේ විස්තරයක් සමඟ විවරය, தேவையான அங்கீகரிக்கும் அலுவலரின் அத்தாட்சிப் பத்திரமும் Detailed description of service rendered, work executed or goods supplied and Certificate of Approving officer, where necessary	ගාස්තු ප්‍රමාණය பெறுமானி Rate	මුදල தொகை Amount	
			රු. Rs.	ස. cts.
2009.08.24	Being reimbursement of expenditure incurred of lorry hire charges for transportation of 400 Land marks (About 5000 Kg) from Horana to Madaka (25 km) For receipts and details see over leaf Letter No: Kalu/51/Im/3/1 Of 2009.08.12 of Snr. SS (Kalutara)	Rs. 20.00 per Metric Tons par Km	Rs. 2,500.00	
ගෙවීමට ඇති බලය සහ ගොනු සම්බන්ධය கொடுப்பனவுக்கு உரிய அதிகாரமும் கோவை விபரமும் Authority for payment and reference to file				
Prepared by G.W.L. Sirisena (Gov. Surveyor)		මුළු ගාස්ත மொத்தம் TOTAL	2,500.00	

FILE MARGIN

ඉහත සි සැපයීම*/சேවාවின்*/ වැඩ*විධ වූ සවිදි අනුමතය ඇතිව කරන ලද බවත්, ඒ සඳහා රුපියල්කුත්
 ගත.....ගෙවීම රෙගුලාසිවලට*/කොන්ත්‍රාත්කුවට*/අනුකූලවන බවත්*/සාධාරණ සහ පුක්ති
 සහගත වන බවත්*/මගේ දනුම් අනුව*/මීට අදාළ වන ගොනුවල ඇති සහතික අනුව*/සහතික කරමි.
 சம்பந்தப்பட்ட கோவைகளில் உள்ள அத்தாட்சிகளின்படி *மேலே வழங்கப்பட்ட பொருட்கள்* / சேவைகள்* /
 வேலைகள்* உரிய அதிகாரமளிக்கப்பட்ட நிபந்தனைகளுக்கும் ஒப்பந்தங்களுக்கும் ஏற்றவாறு நிறைவேற்றப்பட்டு செலுத்தப்பட்ட
 கொடுப்பனவாகிய ரூபாய்.....எனது அறிவுக்கு எட்டிய வரை நியாயமானதும் சரியானதும் என நான் இத்தால்
 அத்தாட்சிப்படுத்துகிறேன்.
 I certify from personal knowledge* / from the certificates in the relevant files*/ that the above supplies*/services*/works* were
 duly authorised and performed and that the payment of Rupees Two Thousand Five Hundred only
and cents Nil
is in
 accordance with regulations* / contract*/ fair and reasonable.

දිනය/திகதி/Date :
 විදායක සහතික කරන නිලධාරියාගේ අත්සන සහ සඳහා,
 செலவியாளரின் அத்தாட்சிப்படுத்தும் அலுவலரின் கையொப்பமும் பதவியும்
 Signature and Title of Officer Certifying Expenditure.
 සහතික කිරීමට හෝ ගෙවීමට පෙර වූ. රේ. 135-140 දහවා අවධානය යොමු කරන්න.
 அத்தாட்சிப் படுத்துவதற்குமுன்/கொடுப்பனவு செய்யமுன் நிதி குறவிற்குள் 135-140 இந்து கவனம் கொரப்படுகின்றது.
 Before certifying / paying, draw attention to F. RR. 135-140.
 සටහන - *අදාළ ගොනු - විධි සලසා දීමට/ කඩවිස්සුම - ஏற்பාද්දත්තයාගේ සඳහා නොවැදගත් විය. / Note - Strike out words
 inapplicable.

පළු පියවී සඳහන් ගණනය වෙනුවෙන් රුපියල්

 20 මස වැනිදා වන මෙදින බාර
 කළේ.
 රුපා ශතය
 කි.මී. 20 පෙරුණුකොණ්ඩෙන්.
 RECEIVED this 25 day of August 20.09 in pay-
 ment of the Account, overleaf the sum of Rupees Two Thousand Five Hundred Only
 and cents Nii

සාක්ෂිකරුවන්
 සාட்சි
 Witnesses

ලබාගන්නාගේ
 පෙරුපුවකුගේ
 Signature of



අත්සන
 කෙරෙහි
 Receiver

සෙවන නිලධාරියාගේ අත්සන සහ දිනය
 සහතිකයක් සහතිකයක් සහතිකයක්
 Signature of Paying Officer and Date

20 වැනි සාමාන්‍ය/විශේෂ බලපත්‍රය/ පොත/විට්ටු. අංකය :
 General/Special Warrant No. of 20

20 වැනි අත්තිසාරම්/සාධක මුදල් බලපත්‍රය/ ප්‍රතිපාදන/සේවකුණු. අංකය :
 Advance/Imprest Warrant No.

20 වැනි බලය
 අනුකාර අංකය :
 Authority No. of 20

H-035548 – 100,000 (2010/07) P. ශ්‍රී ලංකා රජයේ මුදල් දෙපාර්තමේන්තුව

- I Weight of Goods 5 Metric Tons
- li Distance transported 25 km
- lii reasons for transport and date for government service on 24 – 08 – 2009
- lv Vehicle no. and Tare weight LD – 42x12 Metric Ton 5
- V Owners name and address Ebart Samarasinghe
Main street
Ingiriya
- Vi D.S. division/District Ingiriya, Kaluthara

I received Two Thousand Five Hundred (Rs. 2,500.00) as a Lorry hires charges from Mr. G.W.L. Sirisena (Government Surveyor)

Witness : Signature of Vehicle owner
 Name :- Ebart Samarasinghe
 Address :- Main street, Ingiriya

I hereby certify that as indicated at back leaf. I am truly transported 400 land marks and I have paid the amount indicated there.

.....
 G.W.L. Sirisena (Government Surveyor)

[Annexe6Chapter1](#)

S.O.1.48

Snr.Superintendent of Surveys,
..... Division.
Through Mr.S.S.

Application for advance for camp building

Please issue me an advance of Rs..... to enable me to meet the expenses of camp building at at my next change of station.

Authority for this expenditure has been granted by your letter No..... of

Address:-

Signature :-
Name :-
Designation:-
Date :-

නිකුත්කළ දින සවන් 30 දිනක් ඇතුළත දී ගෙවිය යුතුයි.
வரக்கூடிய திகதிக்குள்ளாக நடைமுறைக்குக் கொண்டுவரவேண்டும்.
Payable within 30 days from the date of issue

වවුචර් අංකය
வவுச்சர் இல.
Voucher No.
චෙක්වත් අංකය
காசோலை இல.
Cheque No.

PWRB/2009/9

පොදු පොත
General } 35

ශ්‍රී ලංකාව/இலங்கை/SRI LANKA

ස්ථානය/நிலையம்/Station : Badulla

වැය විස්තරය/செலவு விபரம்/Debit Particulars :

PAYABLE TO: P.W.R. Bandaranayaka (Gov. Surveyor) ගෙවිය යුතුයි/க்குக் கொடுக்கவும்.

දිනය திகதி Date	ඉටු කළ සේවයේ හෝ කරන ලද වැඩයේ හෝ සැපයූ බඩුවල විස්තරයක් හා අවශ්‍ය නම් අනුමත කරන නිලධාරියාගේ සහතිකයක් සමඟින් සේවාව, සේවයේ සේවයක් සම්බන්ධ වැටුප්පත් සහ සේවාවන් සඳහා විවරණය, සේවයේ සේවයක් සම්බන්ධ වැටුප්පත් සහ සේවාවන් සඳහා විවරණය, සේවයේ සේවයක් සම්බන්ධ වැටුප්පත් සහ සේවාවන් සඳහා විවරණය. Detailed description of service rendered, work executed or goods supplied and Certificate of Approving officer, where necessary	ගාස්තු ප්‍රමාණය பெறுமானி Rate	මුදල தொகை Amount	
			රු. ₹. Rs.	ස. c. cis.
2009.08.24	Being reimbursement of purchases of goods and materials for construction of survey camp at Thaldena For receipts and details see over leaf Letter No: Badu/Acc/1 2009.08.12 of Snr. SS (Badulla) ගෙවීමට ඇති බලය සහ ගොනු සම්බන්ධය கொடுப்பனவுக்கு உரிய அதிகாரமும் கோவை விபரமும் Authority for payment and reference to file		Rs. 3,170.	00
Prepared by G.W.L. Sirisena (Gov. Surveyor) සකස් කරන ලදී./ஆல் தயாரிக்கப் பெற்றது.		මුළු ගණන மொத்தம் TOTAL	3,170	.00
Checked by..... විසින් හට වැරදි බලය ලදී./ஆல் பரிசோதிக்கப் பெற்றது.				

FILE MARGIN

ඉහත සි සැපයීම්/සේවාවන්/ වැඩවිධි වූ සවිදි අනුමතය ඇතිව කරන ලද බවත්, ඒ සඳහා රුපියල්.....කුත් ගත.....ගෙවීම රෙගුලාසිවලට*/කොන්ත්‍රාත්කුවට*/අනුකූලවන බවත්/සාධාරණ සහ යුක්ති සහගත වන බවත්*/මගේ දැනුම අනුව*/මීට අදාළ වන ගොනුවල ඇති සහතික අනුව*/සහතික කරමි.
சம்பந்தப்பட்ட கோவைகளில் உள்ள அத்தாட்சிகளின்படி *மேலே வழங்கப்பட்ட பொருட்கள்* / சேவைகள்* / வேலைகள்* உரிய அதிகாரமளிக்கப்பட்ட நிபந்தனைகளுக்கும் இப்பந்தங்களுக்கும் ஏற்றவாறு நிறைவேற்றப்பட்டு செலுத்தப்பட்ட கொடுப்பனவாகிய ரூபாய்.....எனது அறிவுக்கு எட்டிய வரை நியாயமானதும் சரியானதும் என நான் இத்தால் அத்தாட்சிப்படுத்துகிறேன்.
I certify from personal knowledge* /from the certificates in the relevant files*/ that the above supplies*/services*/works* were duly authorised and performed and that the payment of Rupees.....
.....and cents, Nil.....is in accordance with regulations* / contract*/ fair and reasonable.

Three Thousand one Hundred and Seventy only

දිනය/திகதி/Date :
විද්‍යායුක්ත නිලධාරියාගේ අත්සන සහ නම,
செயலிணர்ச்சி அத்தாட்சிப்படுத்தும் அலுவலரின் கையொப்பமும் பதவியும்
Signature and Title of Officer Certifying Expenditure.

සහතික කිරීමට හෝ ගෙවීමට පෙර වූ. රේ. 135-140 දක්වා අවධානය යොමු කරන්න.
அத்தாட்சிப் படுத்துவதற்குமுன்/கொடுப்பனவு செய்யமுன் நிதி இலாக்குகள் 135-140 இற்கு கவனம் கோரப்படுகின்றது.
Before certifying / paying, draw attention to F. RR. 135-140.
සවිසන් - *අදාළ ගොනුව විවිධ සටහන් දැක්වීම/ கவனிக்கவும் - ஏற்புடையதல்லாத வசனங்கள் வெட்டி விடவும்./ Note - Strike out words inapplicable. ௧88/ ம.ப.பா./P.T.O.

පළු පියවී සඳහන් ගණනය වෙනුවෙන් රුපියල්

 20 දින වන දින රුපියල් වන මෙදින බර
 ගනිමි.
 රුපා
 කි.ප්‍රමාණ 20 පෙරහුරුකොණ්ටෙන්.
 RECEIVED this 25 day of August 20.09 in pay-
 ment of the Account, overleaf the sum of Rupees .. Three Thousand One Hundred and Seventy Only ...
 and cents
 Nii

සාක්ෂිකාරකයන්
 සාදා ඇති
 Witnesses

ලබාගන්නාගේ
 පෙරහුරුකොණ්ටෙන්
 Signature of



අත්සන
 කෙරෙහි
 Receiver

ලබාදෙන නිලධාරියාගේ අත්සන සහ දිනය
 සහතිකයක් ඇතිකරගත් කෙරෙහි ප්‍රකාශනයක්
 Signature of Paying Officer and Date

20 වැනි සාමාන්‍ය/විශේෂ බලපත්‍රය/ පොත/වි.වි.ප. අංකය යනු :
 General/Special Warrant No. ... of 20

20 වැනි අත්පිටපත්/මුදල් මුදල් බලපත්‍රය/ ප්‍රතිපාදන/සේවකුණු අංකය යනු :
 Advance/Imprest Warrant No.

20 වැනි බලය
 ඇතිකර ගන්නා බලය යනු :
 Authority No. of 20

H-035548 – 100,000 (2010/07) P මුදල් ගාස්තු පනත අනුව

I	Cajuns 250	Rs.	1000.00
ii	Cements 100 kg	Rs.	1800.00
iii	Coconut tread 2.5 kg	Rs.	300.00
iv	Iron nails	Rs.	70.00
	Total	Rs.	<u>3170.00</u>

I received Three Thousand One Hundred and Seventy (Rs. 3,170.00) for supply of above materials from Mr. P.W.R.Bandaranayake (Government Surveyor)

Witness :
 Signature
 Name :- G.G. Pathirana
 Address :- Thaldena Hardware
 Mahiyangana Road
 Thaldena

I hereby certify that above items are on acceptable standards and Specifications and I have received accurately and used for activities truly and essentials items I have incurred that amount indicated there.

.....
 P.W.R. Bandaranayake (Government Surveyor)

[Annexe8Chapter1](#)

S.O.1.59

Snr. Supdt. of Surveys,
..... Division,
Through Mr. S.S.

Application for authority to incur expenditure
for purchasing Donkey beds and Catties.

Please be good enough to authorize an expenditure of Rs..... for the service detailed below:-

<u>Service</u>	<u>Expenditure</u>
To purchase new Donkey beds at the rate of Rs..... per bed	Rs.....
To purchase new catties at the rate of Rs..... per catty	Rs.....
Total	_____

I certify that Stores Branch in Head Office had informed me that these items are not available and that such expenses were incurred by me last only in and the items available with me are not serviceable now.

Address:-

Signature :-
Name :-
Designation:-
Date :-

එකුත්තල දින තුළින් 30 දිනක් ඇතුළත දී ගෙවිය යුතුයි. Payable within 30 days from the date of issue	වට්ටර් අංකය Voucher No.	PP/2009/9	පොදු பொது General } 35
ශ්‍රී ලංකාව/இலங்கை/ SRI LANKA	චෙක් අංකය Cheque No.		

ස්ථානය/நிலையம்/Station : Div S.O. Trincomalee

වැය විස්තරය/செலவு விபரம்/Debit Particulars : P. Pushparajah. (Superintendent of Surveys)

PAYABLE TO : P. Pushparajah. (Superintendent of Surveys) ව ගෙවිය යුතුයි/கூடுக் கொடுக்கவும்.

FILE MARGIN

දිනය Date	ඉටු කළ සේවයේ හෝ කරන ලද වැඩයේ හෝ සැපයූ බඩ්ඩල විස්තරයක් හා අවශ්‍ය නම් අනුමත කරන නිලධාරියාගේ සහතිකයක් வழங்கிய சேவை, செய்த வேலைகள் அல்லது வழங்கிய பொருட்களின் முழு விபரம், தேவையாயின் அங்கீகரிக்கும் அலுவலரின் அத்தாட்சிப் பத்திரமும் Detailed description of service rendered, work executed or goods supplied and Certificate of Approving officer, where necessary	ගාස්තු ප්‍රමාණය பெறுமதி Rate	මුදල தொகை Amount	
			රු. Rs.	ස. cts.
2009.08.24	Being reimbursement of expenditure incurred for the purchases of Four Donkey Beds and Two Cathees For receipts and details see over leaf Letter No: Tri/Acc/4/1 ගෙවීමට ඇති බලය සහ ගොනු සම්බන්ධයෙන් 2009.08.12 of Snr.SS கொடுப்பனவுக்கு உரிய அதிகாரமும் கோவை விபரமும் Authority for payment and reference to file (Trincomalee)	Rs.1,150/- Per donkey bed Rs.3,50/- per Cathiee	Rs. 4,600 . 00	Rs. 700 . 00
Prepared by	P. Pushparajah. SS	මුළු ගණන மொத்தம் TOTAL	5,300	.00

ඉහත සි සැපයීම්/சேவைகள்/ වැඩ*විධ වූ සවිදි අනුමතය ඇතිව කරන ලද බවත්, ඒ සඳහා රුපියල්කුත්
 ගත.....ගෙවීම රෙගුලාසිවලට*/கොන්ත්‍රාත්තුවට*/අනුකූලවන බවත්/සාධාරණ සහ පුස්ති
 සහගත වන බවත්/මගේම දැනුම අනුව*/මීට අදාළ වන ගොනුවල ඇති සහතික අනුව*/සහතික කරමි.
 சம்பந்தப்பட்ட சோவைகளில் உள்ள அத்தாட்சிகளின்படி *மேலே வழங்கப்பட்ட பொருட்கள் / சேவைகள்* /
 வேலைகள்* உரிய அதிகாரமளிக்கப்பட்ட நிபந்தனைகளுக்கும் ஒப்பந்தங்களுக்கும் ஏற்றவாறு நிறைவேற்றப்பட்டு செலவு
 கொடுப்பனவாகிய ரூபாய்.....எனது அறிவுக்கு எட்டிய வரை நியாயமானதும் சரியானதும் என நான் இத்தால்
 அத்தாட்சிப்படுத்துகிறேன்.
 I certify from personal knowledge* / from the certificates in the relevant files*/ that the above supplies*/services*/works* were
 duly authorised and performed and that the payment of Rupees **Five Thousand Three Hundred only**
and cents **Nil**.....is in
 accordance with regulations* / contract*/ fair and reasonable.

දිනය/திகதி/Date :
 විදායක සහතික කරන නිලධාරියාගේ අත්සන සහ සඳහා,
 செலவியாளரின் அத்தாட்சிப்படுத்தும் அலுவலரின் கையொப்பமும் பதவியும்
 Signature and Title of Officer Certifying Expenditure.
 සහතික කිරීමට හෝ ගෙවීමට පෙර වූ. රේ. 135-140 දහවා අවධානය යොමු කරන්න.
 அத்தாட்சிப் படுத்துவதற்குமுன்/கொடுப்பனவு செய்யமுன் நிதி குழுக்குள் 135-140 இந்து கவனம் கொரப்படுகின்றது.
 Before certifying / paying, draw attention to F. RR. 135-140.
 සටහන-*අදාළ ගොනු විධි සලකා දීමට/ கவனிக்கவும் - ஏற்புடத்தல்லாத வசனங்கள் வெட்டி விடவும்./ Note -Strike out words
 inapplicable.

පහු පියවී සඳහන් ගණනය වෙනුවෙන් රුපියල්

 20 දින වැනිදා වන මෙදින බාර
 කළේ.
 රුපා

 RECEIVED this 25 day of August 20 09 in pay-
 ment of the Account, overleaf the sum of Rupees . Five Thousand Three Hundred only
 and cents Nii

සාක්ෂිකාරයෝ }
 සාட்சි }
 Witnesses }

ලබාගන්නාගේ
 පෙறுපවුරු }
 Signature of }



අත්සන
 කෙරෙහි
 Receiver

සෙවන නිලධාරියාගේ අත්සන සහ දිනය
 සහතිකයක් ඇතිකරගත් කෙරෙහි
 Signature of Paying Officer and Date

20 වැනි සාමාන්‍ය/විශේෂ බලපත්‍රය/ පොත/විට්ටු ප්‍රකාශය :
 General/Special Warrant No. of 20

20 වැනි අත්පොත්/මුදල් මුදල් බලපත්‍රය/ ප්‍රතිපාදන/විට්ටු ප්‍රකාශය :
 Advance/Imprest Warrant No.

20 වැනි බලය
 ඇතුළත් කළේ :
 Authority No. of 20

H-035548 – 100,000 (2010/07) P. ශ්‍රී ලංකා රජයේ මුදල් දෙපාර්තමේන්තුව

I	Donkey beds	4	Rs.	4600.00
ii	Cathees	2	Rs.	700.00
	Total		Rs.	5,300.00

I received Five Thousand Three Hundred (Rs. 5,300.00) for supply of above items from Mr. P.Pushparajah (Superintendent of Surveys)

Witness :

Signature
 Name :- S kadhirawelu
 Address :- No. 38, Trincomalee street
 Kinniya

I hereby certify that above items are on acceptable standards and Specifications and I have received accurately and I have paid above money to Mr. S,kadhirawelu. Also I certify that I have entered above Item in to Stores ledger at Divisional Survey Office and forwarding S56 forms along with this.

P. Pushparajah. (Superintendent of Surveys)

[Annex 10Chapter1](#)

S.O. 1.65, 1.68, 1.125

Advance Register for Postal Service

Name :- C. Kandasami

Designation :- Superintendent of Surveys.

Receipts				Expenditures			
Date	Descriptions	Voucher No.	Amount Rs.	Date	Descriptions	Receipt No.	Amount Rs.
2009.08.12	Received from Snr. SS (Colombo)	Post/Ho/2009	600.00	2009-08-23	Registration fee	4715-18	120.00
				25	- Do -	4731	30.00
				26	Money Order Commission	-	20.00
				26	Registration fee	4911-13	90.00
				29	Telegram	-	3.50
				2009-09-01	Registration fee	4963-67	150.00
				02	- Do -	4997-99	90.00
				05	Money Order Commission		20.00
				10	Balance carry forwarded		71.50
2009.09.10	Total		600.00		Total		600.00
2009.10.02	Balance carry forwarded		76.50				
2009.10.02	Received from Snr. SS (Colombo)	CK/2009/12	523.50				

පළු පියවී සඳහන් ගණනය වෙනුවෙන් රුපියල්

.....

50 මෙය වැනිද වන මෙදින බාර
කළේ.

රුපා ණය

..... කි.ප්. 20 පෙරුණුකොණ්ඩෙන්.
02 day of October 20.09

RECEIVED this day of in pay-
ment of the Account, overleaf the sum of Rupees . Five Hundred and Twenty Three Only
and cents
Fifty only

සාක්ෂිකාරකයන් }
සා.ප. }
Witnesses }

.....
ලබාගන්නාගේ }
පෙරුණුකොණ්ඩෙන් }
Signature of }
.....

.....
මුද්දර ගාස්තු පනත }
අනුරූප මුද්දර ගාස්තු }
ලැබීමට තිබෙන අනුරූප }
අනුරූප මුද්දර ගාස්තු }
අනුරූප මුද්දර ගාස්තු }
Affix Stamp as per }
Stamp Duty Act }
.....
අත්සන }
කෙරෙහි }
Receiver }

.....
සේවක නිලධාරියාගේ අත්සන සහ දිනය }
සාක්ෂිකාරකයන්ගේ අත්සන සහ දිනය }
Signature of Paying Officer and Date }

20 වැනි සාමාන්‍ය/විශේෂ බලපත්‍රය/ පොත්/වි.වි.ප. අංකය යනු :
General/Special Warrant No. of 20

20 වැනි අත්සන/මුද්දර මුද්දර බලපත්‍රය/ පුරපනත/වි.වි.ප. අංකය යනු :
Advance/Imprest Warrant No.

20 වැනි බලය }
අත්සන සහ දිනය යනු : }
Authority No. of 20

H-035548 – 100,000 (2010/07) P. ශ්‍රී ලංකා රජයේ මුද්දර ගාස්තු දෙපාර්තමේන්තුව

Date	Receipt No.	Service done	Amount Rs.
2009.08.23	4715-18	Registration fee	120.00
25	4731	- Do -	30.00
26		Money Order fee	20.00
29	4911-13	Registration fee	90.00
2009.09.01		Telegram fee	3.50
02	4963-67	Registration fee	150.00
05	4997-99	- Do -	90.00
10		Money Order fee	20.00

Receipt annexed

I hereby certify that above stamp fee used for government service and incurred by me
.....

C. Kandasamy (Superintendent of Surveys)

එකුත්තල දින තවත් 30 දිනක් ඇතුළත දී ගෙවිය යුතුයි.
 Payable within 30 days from the date of issue

වවුචර් අංකය
 Voucher No. } SS/HO/Fuel/2009/12
 චෙක් අංකය
 Cheque No. } 35
 පොදු පොත
 General

ශ්‍රී ලංකාව/இலங்கை/ SRI LANKA

Homagama

ස්ථානය/நிலையம்/Station :

වැය විස්තරය/செலவு விபரம்/Debit Particulars :

PAYABLE TO: C. Kandasamy (Superintendent of Surveys) ව ගෙවිය යුතුයි/க்குக் கொடுக்கவும்.

දිනය Date	ඉටු කළ සේවයේ හෝ කරන ලද වැඩයේ හෝ සැපයූ බඩුවල විස්තරයක් හා අවශ්‍ය නම් අනුමත කරන නිලධාරියාගේ සහතිකයක් සමඟ වැය විවරය, සේවයේ සිදුකරන ලද වැඩයේ සහ සැපයූ බඩුවල විස්තරයක් සමඟ විවරය, தேவையான அங்கீகரிக்கும் அலுவலரின் அத்தாட்சிப் பத்திரமும் Detailed description of service rendered, work executed or goods supplied and Certificate of Approving officer, where necessary	ගාස්තු ප්‍රමාණය பெறுமானி Rate	මුදල தொகை Amount	
			රු. Rs.	ස. cts.
2009.09.02	Being reimbursement of expenditure incurred to fill fuels for the vehicles Nos. 251- 2121, WP/PB -6378 For receipts and details see over leaf		Rs. 7500.	00
ගෙවීමට ඇති බලය සහ ගොනු සම්බන්ධය கொடுப்பனவுக்கு உரிய அதிகாரமும் கோவை விபரமும் Authority for payment and reference to file				
Prepared by	C. Kandasamy (Superintendent of Surveys)	මුළු ගාස්ත மொத்தம் TOTAL	7500	.00
Checked by විසින් හරි වැරදි බලය ලදී. ஆல் பரிசோதிக்கப் பெற்றது.			

FILE MARGIN

ඉහත සි සැපයීම*/சேවාවின்*/ වැඩ*විධ වූ සවිදි අනුමතය ඇතිව කරන ලද බවත්, ඒ සඳහා රුපියල්කුත්
 ගත..... ගෙවීම රෙගුලාසිවලට*/கොන්ත්ரான්තුවට*/අනුකූලවන බවත්*/සාධාරණ සහ පුස්ති
 සහගත වන බවත්*/මගේ දුනුම අනුව*/මීට අදාළ වන ගොනුවල ඇති සහතික අනුව*/සහතික කරමි.
 சம்பந்தப்பட்ட கோவைகளில் உள்ள அத்தாட்சிகளின்படி *மேலே வழங்கப்பட்ட பொருட்கள்* / சேவைகள்* /
 வேலைகள்* உரிய அதிகாரமளிக்கப்பட்ட நிபந்தனைகளுக்கும் ஒப்பந்தங்களுக்கும் ஏற்றவாறு நிறைவேற்றப்பட்டு செலுத்தப்பட்ட
 கொடுப்பனவாகிய ரூபாய்..... எனது அறிவுக்கு எட்டிய வரை நியாயமானதும் சரியானதும் என நான் இத்தால்
 அத்தாட்சிப்படுத்துகிறேன்.
 I certify from personal knowledge* / from the certificates in the relevant files*/ that the above supplies*/services*/works* were
 duly authorised and performed and that the payment of Rupees **Seven Thousand Five Hundred only**
and cents..... is in
 accordance with regulations* / contract*/ fair and reasonable.

දිනය/திகதி/Date :

.....
 විදායක සහතික කරන නිලධාරියාගේ අත්සන සහ සඳහා,
 செலவியாளரின் அத்தாட்சிப்படுத்தும் அலுவலரின் கையொப்பமும் பதவியும்
 Signature and Title of Officer Certifying Expenditure.

සහතික කිරීමට හෝ ගෙවීමට පෙර වූ. රේ. 135-140 දහවා අවධානය යොමු කරන්න.
 அத்தாட்சிப் படுத்துவதற்குமுன்/கொடுப்பனவு செய்யமுன் நிதி குழுக்குள் 135-140 இந்து கவனம் கோரப்படுகின்றது.
 Before certifying / paying, draw attention to F. RR. 135-140.
 සටහන - *අදාළ ගොවන විධි සලකුණු දැමීම/ கவனிக்கவும் - ஏற்புடக்கத்தல்லாத வசனங்கள் வெட்டி விடவும்./ Note - Strike out words inapplicable.
 ச.ச.ச./ ம.ப.ப./P.T.O.

පහු පියවී සඳහන් ගණනය වෙනුවෙන් රුපියල්

 02 02 දින 09
 RECEIVED this day of in pay-
 ment of the Account, overleaf the sum of Rupees . Seven Thousand Five Hundred only
 and cents
 Nii

සාක්ෂිකාරයෝ }
 සාட்சි }
 Witnesses }

ලබාගන්නාගේ }
 පෙறுපැවැත් }
 Signature of }



අත්තිකාරම් }
 ග්‍රහණකරු }
 Receiver }

පවරා දෙන නිලධාරියාගේ අත්තිකාරම සහ දිනය }
 සහතික කර ඇති අතර එහි අත්තිකාරම සහ දිනය }
 Signature of Paying Officer and Date }

20 වැනි සාමාන්‍ය/විශේෂ බලපත්‍රය/ පොත/විට්.ප. අංකය යනු :
 General/Special Warrant No. of 20

20 වැනි අත්තිකාරම්/සාධක මුදල් බලපත්‍රය/ ප්‍රතිපාදන/සේවකරුණු අංකය යනු :
 Advance/Imprest Warrant No.

20 වැනි බලය }
 ඇතුළත් කර ඇති බලය යනු :
 Authority No. of 20

H-035548 – 100,000 (2010/07) P ශ්‍රී ලංකා රජයේ මුදල් දෙපාර්තමේන්තුව

<u>Date</u>	<u>Vehicle No</u>	<u>Fuel Liters</u>	Receipt No	Filling Station	<u>Amount Rs.</u>
2009.08.15	251- 2121	26.7	4715	Coop- Homagama	2000.00
16	WP/PB - 6378	26.7	4731	Do	2000.00
26	WP/PB - 6378	20	4911	Guasekara Homagama	1500.00
29	251-2121	26.7	4913	Do	2000.00
				Total	7500.00

Receipt annexed

I hereby certify that above money incurred for supply of fuel to vehicle assigned to me as per above and those information have entered to Daily Running Chart books of above vehicles used for government service and incurred by me

C. Kandasamy (Superintendent of Surveys)

[Annex13Chapter1](#)

S.O. 1.80

Snr.Suptd. of Surveys,
..... District./ S.S.

Application for travelling advance

Please issue me an advance of Rs..... to meet routine travelling expenses for my duties in field during Details are given below:-

No. of days travelling	: -
Combined allowance for .. half days at the rate of Rs..... per day	: -	Rs.....
Bus fare at the rate of Rs..... per day For times	: -	Rs.....
	Total	: - Rs.....
Travelling advance payable:-x 3/4	: -	Rs.....
Advance required	: -	Rs.....

Address:-

Signature :-
Name :-
Designation:-
Date :-

[Annex14Chapter1](#)

S.O 1.102

Survey Department – Voucher Register

Debit Particulars:-

Blue No. :-

Voucher No.	Recipient Name	Requested Amount	Amount recommended by SS.	Amount to deducted as advance drawn	Balance to be paid	Signature of recipient
01.						
02.						
03.						
04.						
05.						
06.						
Total						

Superintendent of Surveys,
Traveling claims on official travels are forwarded here with. It is recommended to those subject to check.

Date:

.....
Government Surveyor

Snr Superintendent of surveys,

Above traveling claims base on above information have checked by me and recommended/
not recommended

දිනය/ Date:

.....
Superintendent of Surveys,

Snr Superintendent of surveys,

Traveling claims on official travels are checked and forwarded here with for your approvals.

Date :

.....
Subject PMA

T.A.O.

Checked and entered in vote ledger

දිනය/Date :

.....
Subject PMA/ledger PMA

I hereby certify that above travelling claims has been checked and certified and allocations are available for payment.

Date :

.....
Technical Administrative Officer

Annexure 15 Chapter 1

S.O 1.125

Name : - I.A.N. Jayasumana
 Designation: - Government Surveyor

Advance Register -(Year).

Application Number and Date	Received amount and date	Reason	Settled by voucher No and date	Remarks
Trav/2009/02 2009.05.01	Rs. 1000.00 2009.05.05	Travelling advance for May	TC/ 4/2009, 2009.06.04	Submitted to SS on 2009.06.26
LM/1/2009, 2009.07.03	Rs. 5000.00 2009.07.10	Advance for construction of Land Mark	12/2009, 2009.08.08	Send to SS by registered post on 2009.08.08
Mend/inst/2009/01 2009.09.04	Rs. 1200.00 2009.09.22	Advance for Mending of Kathees	15/2009, 2009.10.17	-

S.O 1.132

Application for Festival Advance

1. Name and Service Number:
2. Designation:
3. Address/Branch:
4. Date of appointment:
5. Monthly consolidated salary:
6. Name of festival and the date on which the previous advance was drawn:
7. Name of festival and the date on which new advance is required:
8. District in which the applicant is working at present:

I certify that the details given above are true and correct.

Signature:-

Date:-

My No:-
Date:-

Snr.Suptd. Of Surveys,
..... District.

I do hereby certify that:

- (a) The applicant has been in continuous employment for 3 months prior to the date of application.
- (b) He is a Manum Sahayake/casual labourer working under me at present and
- (c) He has definite prospects of continuous employment, until the advance is recovered in full.

Date:-

Govt. Surveyor/ S.S./ TAO

Certified:

10.

- (a) That the previous advance has been fully recovered.
- (b) That the duration between the previous advance and the new advance would be over 12 months.
- (c) And that the applicant is eligible/not eligible to draw this advance

Subject officer:

Checked:

Head of Branch/TAO:

11. Payment is approved/not approved.

Date:-

DSG (Province)/ Snr.S.S./Director (Finance)

S.O. 1.134

Special Advance to Public Servants

1. Name of applicant:
2. Designation:
3. Official address:
4. Department:
5. Paying office:
6. Details of previous special advances:

I certify that the special advances drawn by me and the interest due have been settled by me before 31st December of the year in which the advance was issued.

Signature of applicant:

Date:

My No :-

Date:

Snr.Supt. Of Surveys,
.....District.

7. Whether the applicant is a permanent/temporary or casual employee:
8. (a) If temporary or casual, whether he has completed a service of 3 months on the date of application
- (b) Whether he is likely to be employed for continuous period of 12 months from the date of application Whether he is due to retire within next 12 months and if so when

Govt. Surveyor/ S.S./ TAO

My No: Aa/LP/Aa/D/3

9. Present consolidated salary of the applicant:.....
10. Whether there are any other deductions apart from what is given in paragraph 2 of the relevant circular:.....

I certify that paragraphs 7 to 11 have been checked by me and according to the details given above and the Administration Circular No. 402 the above payment can/cannot be made.

Subject PMA:

Checked by:

Head of Branch:

Payment approved/not approved.

PSG/ Snr.Supt. of Surveys/ Director (Finance)

.....

Date:

[Annex 18 Chapter 1](#)

S.O.1.167

Imprest Application for the month of20...

Paying Office :-

Details of the imprest requirement

1.	Personal wages	:- Rs.....
2.	Other expenditure	:- Rs.....
	Sub Total	:-Rs
3.	Capital Expenditure	:- Rs.....
4.	Advance B Account	:- Rs.....
5.	General Deposit	
	(⊙) Miscellaneous	:- Rs.....
	(⊙) Survey Fees	:- Rs.....
6.	Imprest Advance	:- Rs
7.	Other (To be specified)	:- Rs.....
8.	Payment for other Department	:- Rs.....
	Grand total	:- Rs.....

Method of transferring imprest

Date	Amount	Account to be Remitted	Account Number
.....
.....
Total			

Balance Status of Cash Book

Balance carry forwarded from Last month :- Rs.....
Balance at end of the month :- Rs.....

Last bank reconciliation prepared on (Month) (Year) and Cash book balance at that time was Rs. I certify that amount is tally with the bank statement for the month of Year

Prepared by :-
Checked by :-

.....
Snr. D.S.G/Prov. S.G./ Snr.S.S.

Note:- This report should be send to Prov. D.S.G. on 2nd working day of the month by snr. S.S. and 5th day of the month to the Director (Finance) by Prov. D.S.G.

[Annex19Chapter1](#)

S.O. 1.169

Cheque Book Register

Date	Request Number	Number of books requested	Initial of the applicant	Serial Number of received books	Initial of the receiving officer	Last date of Cheque

Annex20Chapter1

S.O. 1.175

“Open” Cheque Register

Date	Cheque Number	Payees name	Amount	Payees Signature and Date	Cheque handing over officer's signature and date

[Annex21Chapter1](#)

S.O.1.187

Surveyor General

Financial Progress by the moth of 20 (Programme)

Vote Number	Descriptions	Annual allocations	Amendments of allocations	Total Allocation	Estimated expenditure at the end of this month	Actual expenditure at the end of last month	True expenditure for this month	Liabilities at the end of this month	Total expenditure at the end of this month	Expenditure percentage	Estimated percentage	Expected balance or over expenditure

Prepared by :-

Checked by :-

Date :-

Copy to :- Director (Finance)

.....
 Snr. D.S.G./Prov.S.G./Snr.S.S.

[Annex22Chapter1](#)

S.O. 1.195
(General 34 form)

Month of 20...
Schedule No.:-.....
Department :-.....
Head :-.....
Programme :-.....

Voucher No.	Amount		Grand Total	
	Rs.		Rs.	
Total				

I hereby certify that the total amount indicated in this schedule amount to Rs. Has approved by government as per order, service those payment has done truly and genuinely, and also paid to persons who are sign this receipts.

Day Month 20...

S.O.1.198

RECONCILIATION STATEMENT FOR THE MONTH OF.....

1. Balance as per Cash Book Rs.....

2. **Add** : cheques issued but not presented for payment

<u>Date</u>	<u>Cheque No.</u>	<u>Amount</u>
.....	Rs.....
.....	Rs.....
.....	Rs..... Rs.....

3. **Less** : Cheques and money orders deposited in the Bank but not realized.

<u>Date</u>	<u>Cheque No.</u>	<u>Amount</u>
.....	Rs.....
.....	Rs.....
.....	Rs..... Rs.....

*Balance

* This balance should tally with the balance as per Bank Statement.

Prepared by :-

Checked by :-

Checked and Certified Correct

District Survey Office:
Date :

Snr.Suptd. of Surveys
.....District

Annex25BChapter1

S.O. 1.205

Schedule of payment classification for month of 20....

Name of Account:

Payment Office :-

3rd Schedule

Revenue head	Sub head	Subject	Sub subject	Descriptions	Collection Rs.
				House rent	
				Loan interest	
				Special loan interest	
				Miscellaneous income	
				Survey Income	
				Fines	
				W&OP Fund	
				Loss of Gov. Stores	
				Total	

I hereby certify that above information are true and correct as per Revenue classification register, Revenue register and Cash book

date :-

.....
Asst. Director (Finance)/ T.O.A

Petty Cash Register
Month of 20....

Receipt			Payments					Description s about service rendered.
Day	Description	Amount Rs.	Day	Voucher No.	Vote Particulars	Payment Recipient	Amount Rs.	
09	Petty cash	500.00		80/1	34-1-5-05-(9)??	Snr.SS	300.00	Labour pay
				80/2	34-1-5-05-(2)??	do	60.00	Register
				80/3	34-1-5-03-(1)??	do	100.00	post
				80/4	34-1-5-05-(2)??	do	3.50	Stationeries
						total	463.50	Telegramms
						Balance	36.50	
		500.00					500.00	
30	Balance	36.50						
		463.50						

I hereby certify that the above details are true and correct

Date :

.....
Technical and administrative officer

S.O. 1.207

Temporary Advance Register

Name officer :

Year :

Month :

Serial No.	Pay ment date	Blue Vouch er Num ber	Description of Advances			Initial of Snr. S.S.	Recoveries details			Total	Initial of Snr. S.S.	Balance				
			Travell ing	Misc ellan eous	Total		Date	Travel ling	Mis cell ane ous			Date	Trav ellin g	Mi sce lla ne ous	Total	Initial of Snr. S.S.

S.O. 1.209

Advance Balance Sheet
Month of 20....

Details of advance	Balance as at	Issued up to	Total of Payments	Settlements			Balance amount	Remarks
				Settlements up to	Cash returns up to	Total		

Prepared by :-

Checked by :-

I hereby certify that the above details are true and correct

Date :-

.....
Technical and Administrative Officer

[Annex29Chapter1](#)

S.O. 1.214

Statement on General Deposit Account
Month of 20.....

Details of receipts /payments	Balance as at beginning of the month	Receipts During the month (+)	Payments during the month (-)	Balance as at end of the month	Remarks
Survey Fees Receipts					
Tender Deposit					
Survey Fees Credit to Revenue					
Tender Deposit withdrawals					
Total					

Prepared by :-

Checked by :-

I hereby certify that the above details are true and correct

Date :-

.....
Technical and Administrative Officer

[Annex30Chapter1](#)

S.O. 1.218
General 29 form

Payable within 30 days from the date of issue

To be refunded from the Vote :-

Application for Refund from Revenue

Payable to (Name):

Compete reason for refund	
Refunded Amount (In Word and Figures)	Rs.
Date of Payment Place Head, subhead subject, sub subject	
Certificate * If not applicable Delete.	Here by certify that the reasons forwarded for refund are true and refunded amount has credited to revenue as per above and this amount has not refunded previously. * Loan certificate obtained from Kachchery to annexed. Signature of head of the Department Date :

Treasury Approval :

CHAPTER II RAILWAY WARRANTS

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CHAPTER II **RAILWAY WARRANTS**

Introduction

- 2.1 The issue of Railway Warrants is governed by Chapters XIII, XIV, XVI and XVII of the Establishment Code.
- 2.2 All officers/employers should obtain necessary Railway Warrants from the Divisional/District/Provincial Survey offices or Surveyor General's Office to which they are attached, by producing a written request in duly filled application form (General 21). In the case of transporting goods, it should be obtained from District/Provincial Survey offices or Surveyor General's Office.

Issuing and Retuning of Railway Warrant Books

- 2.3 The Senior Superintendent of Surveys (Procurement & Supplies) will issue a sufficient number of railway warrant books to the Provincial Survey Offices and District Survey Offices on the applications received on S56 forms and they should maintain a register for Railway Warrants giving the following particulars;
- (a) Books received (warrant nos should be specified as "from--- to ----")
 - (b) Received from
 - (c) Name & designation of the officer to whom Railway Warrants were issued
 - (d) Date of issue
 - (e) Date of return of counter foils or partly used books
(Partly used books will be re-issued to field)
- Holiday and Duty railway warrant books required for Divisional Survey Office are issued by the District Senior Superintendent of Surveys. Goods transport railway warrant books are not issued to the Divisional Survey Offices.
- 2.4 Railway warrant books will be issued by the Senior Superintendent of Surveys on vouchers. When a book is completed by a Superintendent of Surveys it should be returned to the District Senior Superintendent of Surveys. Only one book for each should be retained for use on duty and holidays at a time. This does not however, preclude him from obtaining replacements in time. When Superintendent of Surveys leaves the office on transfer, he should mention the information of the balance Railway Warrant Books in handing over report. The officer taking over the duty should check these information and takeover.
- 2.5 The serial numbers of the railway warrants in the books issued or returned should be carefully checked by the officer receiving the books before acknowledging the receipt of books. Any discrepancies should be reported immediately to the officer issued those books, who will then report it to the Surveyor General with his recommendations. The object of checking the serial numbers is to prevent fraudulent use of railway warrants by unauthorized persons.
- 2.6 All registers and papers connected with railway warrant books should be available for Audit check at any time.

Issuing of Railway Warrants

- 2.7 Officers issuing railway warrants should be responsible for accurate filling of warrants and its duplicates.
- 2.8 Any alteration to a railway warrant should be authenticated by signing and impressing the official frank closer to it by the officer making them. Alterations should normally be made by the officer who originally signed the railway warrant. When this is not possible, some other officer authorized to issue railway warrants by the Surveyor General may authenticate alterations.
- 2.8.1 In all cases of alterations in a railway warrant, the officer making the alterations should make that necessary corresponding alterations in the counter foils of the railway warrants and all connected documents and hold all the responsibilities for the alterations.
- 2.9 Senior Superintendent of Surveys should check and compare Warrant Applications with registers and duplicate copies and initial them at the Divisional Survey Office inspections.
- 2.10 To ensure the acceptance of railway warrants by the Railway Authorities, railway warrants should show clearly the date and office of issue, and particulars of the service for which they were issued, i.e. persons to whom those were issued, purpose for which they were issued and vote (Programme, Project & Object Code) to which they should be charged should be indicated on the railway warrants. This information will be communicated to the officers authorized to issue warrants in every financial year. (SG/DSG/PSG/SeniorSS/SS)
- 2.10.1 The Departmental Code numbers issued by the Railway Department to each office should be entered correctly using a rubber stamp on the railway warrant and its duplicate copy.
- | | | |
|------|--------|---------|
| e.g. | 4418/1 | Duty |
| | 4418/2 | Holiday |
- 2.10.2 The number of persons in the issued Railway Warrants should be stated in words as well as in figures. Relevant Officer's Name, Designation and Departmental Number should be clearly indicated therein.
- 2.10.3 The purpose of the journey must be given on the Railway Warrant. e.g. "Change of station", "Shift of camp", "Inspection", "Travelling of Survey Field Assistants to/from office", "Reporting for work on first appointment", "During the recess, for work", or "Reporting for work", "Travelling for transport of Govt. stores inward/outward" etc. Expressions such as "On duty", "Development surveys" and "Moving into recess" must not be used.
- 2.10.4 When the railway warrant includes a third class ticket for a servant or a peon, his designation should be stated.
- 2.11 Railway warrants sent by post should always be sent through registered post.

- 2.12 The district in which you are working should be indicated in red on top right hand corner of all the railway warrants issued by you.
- 2.13 A railway warrant should not be issued for transport of livestock.

Railway Warrants to Transport Goods

- 2.14 Railway Warrants can be issued for the transport of landmarks which have been taken over by the Department.
- 2.15 Goods must be transported under their proper classes at the cheapest rate allowed. In addition to the consignee's name, his designation must also be given on the railway warrant.
- 2.16 Railway Warrants for an officer's private baggage should always be issued for transport by "Goods" trains and not by "Passenger" trains. No personal luggage beyond the allowed on a passenger ticket should be transported by passenger trains at state expenses.
- 2.17 All possible actions should be taken to avoid payment of warehouse charges. However, if the warehouse charges have to be paid to the Railway Department as a result of not collecting government stores in due time, such charges will be recovered from the officer responsible for the delay.
- 2.18 Goods warrants required for the transport of stores by the Instrument and Supplies Branch will be issued by Senior S.S.(Procurement & Supplies).

Travelling Railway Warrants

- 2.19 The class of accommodation will be determined as follows (As per Public Administration circular No. 6-2006 13 paragraph) :-

1st class – Staff grade employees and Secondary grade employees

2nd class – Primary grade employees

Note:- any amendment made for Public Administration circular No. 6-2006 may change the methodology of determination of Class of travelling.

- 2.20 Officers entitled to first or second class warrants will also be entitled to Reservation Facilities available in the railway – viz sleeping berths for first or second class, sleeperette for second class and air conditioned and observation saloons for first class. Officers may avail this facility for themselves and their families. When making applications for the railway warrant, this requirement of reservation facility must be mentioned in the application. Similarly this requirement should be mentioned in the warrant issued.
- 2.21 The actual date of issue and intended date of travelling should be entered on the warrant. The period between the two dates should not be more than 14 days. The

warrant will be valid for 7 days before and after the “Date of travelling” inserted on the warrant. When accommodation can be reserved in advance (i.e. sleeping berths, observation saloons, air conditioned coaches etc.) a warrant issued for the return trip of the journey may specify a date of travel which is not later than 28th day from the date of issue. This has been done to enable the holder to reserve accommodation for the return trip at the time he reserves accommodation for the outward trip.

- 2.22 A register must be maintained in Head Office, each Divisional Survey, District Survey and Provincial Survey offices, showing the numbers and particulars of all Railway Warrants issued to each officer. (See Section 5:1 of Chapter XVI of the Establishment Code) The officers themselves should also keep a loose leaf register on form Survey 188 of the Holiday Railway Warrants obtained by them. When an officer is transferred from one district to another district, the number of Holiday Railway Warrants issued to him and his family members for the current year up to the date of transfer must be forwarded on form L296 to his new Senior Superintendent of Surveys by the relevant Senior Superintendent of Surveys.
- 2.22.1 In Provincial, District and Divisional Survey Offices, the application forms and the Railway Warrants must be signed respectively by the Provincial.S.G., Senior S.S. and S.S. or an officer deputed to sign for them. The application forms showing the number of Railway Warrants issued must be filed in the relevant Provincial, District or Divisional Offices. The application forms relevant to Railway Warrants issued by the Divisional Survey Offices should be sent for filing in the District Survey Office at the end of each month.

Duty Railway Warrants

- 2.23 Duty Railway Warrants must always be used for travelling and transport goods on state service. (See Section 29 of Chapter XIV of the Establishment Code.)
- 2.24 Duty Railway Warrants for travelling will be issued by the Head Office, Provincial , District and Divisional Survey Offices and Railway Warrants for goods transport will be issued by the Head Office, Provincial Survey Office and District Survey Office at a written request.
- 2.25 When it becomes necessary for office bearer or members of Public Service Trade Unions (recognized by the Department of Labor) to travel to another station to attend the Annual General Meeting of the Association of which they are members, a set of duty railway warrants may be issued. (vide section 2:1 of Chapter XXV of the Establishment Code)
- 2.25.1 Care should be taken to see that those concessions are not availed for those whose membership has lapsed or those who are not registered members of such Associations.
- 2.25.2 In issuing railway warrants for this purpose, it should be ensured that the date of travelling inserted on the warrants, on the outward and inward journeys should be the dates immediately preceding and following the date on which the Annual General Meeting is to be held. There is no objection to the grant of any leave in conjunction

with the day's duty leave, provided such leave is treated as casual or vacation leave against the member's available leave.

Holiday Railway Warrants

- 2.26 Holiday Railway Warrants will be issued in accordance with Chapter XVI of the Establishment Code. Railway Warrants should not be issued for the applications not conforming to this and actions should be taken to return them.
- 2.27 A set of warrants means two single warrants issued for the journey and its return journey. An officer in the permanent cadre is entitled to three sets of warrants for a year and it can be taken as six separate warrants for outward or inward journeys. Each member of the family (the spouse, unmarried dependent children of the officer) of the officers also will receive the same entitlement of holiday railway warrants that are enjoyed by the officer.
- 2.28 All applications for holiday railway warrants must be made on form General 21. Applicants will be held responsible for the accuracy of the information supplied by them on the application forms, and any mistake will result in the surcharge of the value of the tickets issued.
- 2.29 Holiday railway warrants will be issued by the Establishment Branch to the staff in Surveyor General's Office, by the Provincial Surveyor General to the staff in the Provincial Survey Office, by the District Senior Superintendent of Surveys to the staff in the District Survey Office and by the Superintendent of Surveys to the staff in the Divisional Survey Office.
- 2.30 Railway Warrants must not be made out for more than the numbers truly expected for travelling, or beyond the points to which they intend travelling. However, owing to unforeseen circumstances a lesser number than the authorized on the warrant travel, the holder of the warrant must endorse on the face thereof the number actually travelling and sign it. The officer on whose application the Railway Warrant is issued is responsible for bringing this requirement to the notice of the holder of the Railway warrant.
- 2.31 Every married officer when applying for holiday railway warrants for his / her spouse must furnish a declaration in cage 8 of the application indicating whether or not the spouse is in the Public Service and whether he or she is drawing railway warrants from her / his department or not.
- 2.32 Applications for holiday railway warrants should be made well in time, preferably ten days before the intended date of travelling.
- 2.33 The applications for concessions for dependents in terms of Section 1:3:2 of Chapter XVI of the Establishment Code should be forwarded at least 2 months before the beginning of the financial year (as considerable time is taken to obtain Divisional Secretary's reports). Such applications should contain a certificate to the effect that the

dependent does not enjoy this concession of holiday railway warrants through any other officer (Vide Section 1:3:3 of Chapter XVI of Establishment Code).

- 2.34 Holiday Railway Warrants must not be issued for children under 3 years of age and a railway warrant for half ticket only must be issued for children over three but under twelve years of age.
- 2.35 An officer under interdiction should not be given Holiday Railway Warrants until he is reinstated in office.
- 2.36 The number of sets of holiday railway warrants which can be issued to an officer in the financial year in which he is appointed should be proportionate to the number of months remaining in the financial year. E.g. if an officer is appointed after August be issued only one set.

Unused Railway Warrants

- 2.37 All unused Railway Warrants must be returned to the issuing officer not later than three days after the last date of which they are available. Unused railway warrants which are not returned within the specified period will be treated as used railway warrants. In the case of unused Holiday Railway Warrants no other Holiday Railway Warrant will be issued in lieu of them unless a satisfactory explanation for the delay is submitted. Entry in railway warrant register should be cancelled in respect of railway warrants forwarded for cancellation. The cancelled Railway Warrants should be attached to the relevant duplicate copies.
- 2.38 The non use of tickets must also be reported to the Officer in Charge of the Station at which the journey (either outward or return) is to be commenced, within the time available for such journey and obtain an endorsement “Cancelled”, “Not used” on the ticket from the Officer in Charge with his Signature, Name, Designation and Date . The unused ticket with the endorsement, relevant permit must then be promptly returned to the Head of the Department who issued the warrants stating the circumstances under which they were not used.

Railway Season Tickets

- 2.39 Officers/Employees in permanent cadre and Daily Paid Employees enjoying casual leave are entitled to concessionary season tickets. (See Section 1 of the Chapter XVI of the Establishment Code).
- 2.40 Applications for season tickets must reach the Provincial Survey Office, District Survey Office or the respective branches in the Head Office on or before the 5th of the month preceding the period for which they are available.

Settlements of Railway Warrant Bills

- 2.41 Although the vote information (Programme, Project and Object Code) from which the cost of the Railway Warrants issued to be charged are indicated, the Railway Department does not debit it from the vote but sends a monthly bill to the issued office for payments. The respective District Senior Superintendents, Provincial

Surveyor Generals, Chief Accountant should document those information and settle the bills as soon as possible.

Misuse of Tickets / Season Tickets / Railway Warrants

- 2.42 A ticket issued in exchange of a railway warrant can only be used by the persons whose names are entered on the railway warrant and within the limits of distance and the times specified therein.
- 2.43 The misuse of a ticket or a railway warrant or a season ticket either by transferring or using it out of the date or out of the relevant railway distance available, will render the user liable to prosecution and to disciplinary actions. (See Section 4 of the Chapter XVI of the Establishment Code)
- 2.44 If the guilty of misuse of a ticket or a railway warrant or a season ticket by officers/employees is not sufficiently serious to merit dismissal, it will render the officer liable (in addition to any other punishment) to loss of the next three sets of holiday railway warrants to which the officer would become entitled. A warrant should not be issued for a period of one year from the date of default.

CHAPTER III
STORES MATERIAL MANAGEMENT

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CHAPTER III

STORES MATERIAL MANAGEMENT

General

- 3.1 Equipment & Stores will be issued direct to Government Surveyors, Divisional Survey Offices, District Survey Offices, Provincial Survey Offices, Units in the Institute of Surveying & Mapping, Circuit Bungalaws, Holiday Quarters and the Branches in S.G.O from the Procurement & Supplies Branch on requisitions made by the Government Surveyors, Officers in charge of Offices, Units, Bungalaws, and Branches on recommendation by their Supervising Officers.
- 3.2 All permanent stores issued are returnable.
- 3.3 In order to avoid waste, deterioration, unnecessary transport and to ensure the optimum use of the limited stores available, officers must satisfy themselves that their assistants retain with them only such stores as are necessary to meet their immediate needs. Officers must ensure that their assistants do not keep unnecessary stores with them. In the event of loss of such unnecessary stores, whatever the circumstances, the cost will be surcharged from the officer concerned.
- 3.4 The maximum amount of Government Stores items and their quantities that can be kept in the custody of a Government Surveyor should be in accordance with [Annex 1](#). When a Government Surveyor is transferred from one Station to another, he shall take with him all the Government Stores in his charge. Surveyors should not keep in their possession stores not required for immediate use.
- 3.5 It should be remembered by all officers that Government Stores is equivalent to Government money. Loss or misuse of government stores will be dealt with in the same way as loss or misuse of government money.

Responsibilities

- 3.6 Government Surveyors are solely responsible for stores issued to them. In the same way the Provincial Surveyor Generals, District Senior Superintendents, Divisional Superintendents and Heads of Branches in SGO are responsible for the stores issued to those store units. Necessary security measures should be implemented to avoid theft or any kind damages to the government stores by the relevant officers.
- 3.7 Officers in charge of PSOO, District SOO may entrust all the stores to the T.A.O in his office and a separate officer should be named to be in charge of stores. In the event of a transfer of the Provincial Surveyor General, District Senior Superintendent, Supervising Officer or the T.A.O. in a PSO/District SO the outgoing officer should properly hand over all the Govt. Stores to his successor. Superintendent of Surveys in-charge of Divisional Survey Office is responsible for government stores and he can get assistance from Management Assistant and Overseer assigned to the office. In the case of transfer of any such officer should properly hand over all the Govt. Stores to his successor. When head of branches in SGO are transferred the same procedure should be followed
- 3.8 For the proper handing over of responsibility of stores a list of stores should be prepared in triplicate and the outgoing officer and the incoming officer should certify for proper handing over & taking over of stores. Two copies of this document should be kept with the two officers and the third copy should be sent to Senior Superintendent of Surveys (Procurement & Supplies). This copy will be verified by the Senior Superintendent of Surveys (Procurement & Supplies) with the store ledger and the outgoing officer will be issued a clearance certificate. It should be understood that until this clearance certificate is obtained the outgoing officer will not be relieved out of his responsibility.
- 3.9 If any officer take over a division or a branch in SGO and the outgoing officer does not properly hand over the stores, the matter should be immediately reported to Senior Superintendent of Surveys (Procurement & Supplies) to appoint a board to take over the stores in the absence of the outgoing officer. The outgoing officer will be responsible for any deficit of stores.

Loss or Damage of Stores

- 3.10 In the event of loss or damage to Govt. Stores proper investigation should be conducted by the supervising officer concerned. Based on that, action should be taken to surcharge the replacement cost from the Officer responsible for loss or damage of stores and write-off from the ledger. If the investigation clearly revealed that no officer is responsible that incident, action should be taken to write-off from the ledger according Financial Regulations 102 – 109.
- 3.11 When lost or any slight damage of government stores, the officer responsible for stores or officer who came to know should report the matter immediately to the Senior Superintendent of Surveys and Provincial Surveyor General through the Supervising Officer giving full particulars of the circumstances and his views as to who is responsible for the loss.
- 3.12 The Provincial Surveyor General / Senior Deputy Surveyor General (Training) will appoint a board comprising of not less than two senior Supervising Officers to inquire into the loss or the damage. The board will inquire and submit the report on form G 283 in triplicate stating clearly as to who is responsible and whether a surcharge is recommended or not. The details of the damages could be stated by the board as apparent to them These forms signed by all members of the board should be sent, definitely within one month of the incident, to the Provincial Surveyor General, through the District Senior Superintendent to make his recommendations.
- 3.13 If damage is for survey instrument, immediately after inspection of preliminary investigation board, instrument should be sent to the Instrument Branch of SGO with report to estimate damages. Senior Superintendent of Surveys (Procurement & supplies) should estimate loses of damage of the other stores item. Senior Deputy Surveyor General (Resource Managements) should check these estimates and inform to preliminary investigation Boards and all offices concerned.

- 3.14 The Provincial Surveyor General should study the general 283 report received should his recommendation on surcharge and will file one copy and send the other two under registered cover to the Senior Deputy Surveyor General (Resource Managements). Amount of surcharge will be decided by the officer authorized under F.R. 104 considering lost and damage coursed.
- 3.15 When stores are lost through theft, the matter must be reported immediately to the Police and/or Grama Niladari and the Senior Superintendent. The Senior Superintendent will report the matter to Snr. Deputy Surveyor General (Resource Management) immediately forwarding copies of correspondence relating to Police inquiries and any other correspondence on the subject. see F.RR. 101, 102, 103, 104, 156(i) and 758(i).
- 3.16 In cases of loss by fire, floods, etc. the Surveyor should as soon as possible inform his Supervising Officer and the Senior Superintendent, giving a list of stores that have been lost, and their value.

If the loss was by fire, the Supervising Officer and/or the Senior Superintendent of Surveys should visit the scene and hold an inquiry to ascertain the cause of the fire.

A full report on the loss giving the circumstances and the persons responsible, if any, and a report in terms of F.RR.102-104, should be sent to the Snr. Deputy Surveyor General (Resource Management).

Until action taken under FR 109 to write-off the stores item from the ledger responsibility of loss or damaged stores is wasted on the officer who was responsible for those, he should be take interest to complete relevant activities as soon as possible.

- 3.17 If the cost of damage exceeds Rs.25,000/= the Surveyor General should appoint a committee to hold the final inquiry (vide FR 108). A report should be send form General 285 in triplicate to Secretary to the Ministry through Surveyor General, within 3 months of loss or damages. If the damage exceeds Rs. 500,000/=, the Secretary will appoint the board for the final inquiry.

- 3.18 F.R. 104 requires that all damages and losses over Rs. 500/- be referred to Surveyor General and over Rs.25,000/- be referred to the Secretary to the Ministry for the final decision on surcharge or to be written off the value of loss or damage. Accordingly action has to be taken to surcharge the damage.

Issue of Permanent Stores

- 3.19 All requisitions for stores should be drawn up in three copies called 1st Original, 2nd Original and 3rd Original on form Survey 56. Separate set of forms should be used for each group of stores as found in the Ledger. Recommendation by the immediate superior officer for issue of Stores should be on all three copies. Third original will be returned to the applicant with necessary endorsement along with the articles issued.
- 3.20 The requisition forms should be properly filled and incomplete requisitions will be returned to the applicant without issue of stores. The name of the applicant in the requisition form should be the name of the Surveyor (in case of a Government Surveyor) or Name of the Office/Branch (incase of an Office or Branch in SGO). Further, it is compulsory to indicate Stores ID Number, Number of same item already in possession, in addition to the Signature, date and the seal.
- 3.21 In instances where the applicant does not come to collect stores personally, it is necessary to place the signature on both places of all copies on the requisition forms, and to certify the signature, name and the designation of the person to whom the stores should be issued. The applicant should make sure that the person nominated for collection of stores has sufficient knowledge identify the accessories and to transport the stores safely. Stores will not be issued to any person not having knowledge or sense of responsibility indicated above.
- 3.22 Requisitions for Stores should not be sent by post. Inquiries can be made by phone or by fax to make sure the required stores are available in the Procurement & Supplies Branch. If required stores not available in the procurement and supplies branch, written request should be sent with recommendation of supervision officer for purchasing.
- 3.23 Issue of stores is limited to Monday and Friday for the field (or first and last working day of the week if Monday or Friday is a holiday) and Wednesday for the Branches in SGO. However it is recommended to arrange a date to avoid unnecessary rush and

delay and also to hand over the requisitions in the morning of the day. The stores will be issued on the same day.

- 3.24 If for some reason, stores applied are not received by the applicant on the same day, the requisition forms should be taken back by the applicant.
- 3.25 If the stores item applied is an equipment and since the responsibility of the usage and the maintenance of the equipment lies with the officer or the office concerned, the accessories, warranty card, and the instruction manuals necessary for the usage and maintenance will be issued from the Procurement and Supplies Branch and it is the responsibility of the person who receive the stores to make sure he has received everything necessary.
- 3.26 When an officer in charge of an office or a Head of a Branch in SGO takes over a new office, he should send following information to the Procurement & Supplies Branch before making any request for stores.

Name of the Office : Stores ID Number :

Name of the officer i/c :

Post/Designation :

Specimen Signature :

Seal :

Date assumed duties :

This information should be certified by the immediate superior officer, with his Name, Designation, Signature and Seal.

Returning of Stores

- 3.27 All returns of stores should be drawn up in three copies called 1st Original, 2nd Original, and 3rd Original on form Survey 58. Separate set of forms should be used for each group of stores as found in the Ledger. Recommendation by the immediate superior officer for return of Stores should be on all three copies. Triplicate copy will

be returned to the applicant with necessary endorsement and Reference number indicated thereon after the article is returned.

- 3.28 The forms forwarded for return stores should be properly filled and the name of the applicant in the return form should be the name of the Surveyor (in case of a Government Surveyor) or Name of the Office/Branch (in case of an Office or Branch in SGO). Further, it is compulsory to indicate Stores ID Number, in addition to the Signature date and the seal.
- 3.29 Any unserviceable article should not be returned to the stores unless for sale after condemning. Refer to Condemning of Unserviceable Goods for further details. If such stores brought to the Procurement and Supplies Branch cost of transport will be surcharge for him
- 3.30 Used stores item returning back to Procurement and Supplies Branch should be minimized Superintendent of Surveys and Senior Superintendent of Surveys should arrange for such of stores transfers within the party or district according to needs is more appropriate.

Transfer of Permanent Stores

- 3.31 Stores should not be transferred from one Surveyor to another without the sanction of the Senior Superintendent of Surveys. The Officer authorizing such transfers should make sure that the Surveyor does not exceed the maximum amount of Government Stores items and their quantities that can be kept in the custody of a Government Surveyor in accordance with [Annex 1](#). It has to be get special approval from senior Deputy Surveyor General (Resource Management) for transfer stores after 31 August of the year.
- 3.32 In stores process, the transferee should hand over receipted S56 forms to the transferor when he receives the stores. It is the responsibility of the transferor, to obtain receipted S56 forms immediately from the transferee and send them together with his own S58 forms to the Stores Branch. These S56 and S58 forms will be sent through the Superintendent of Surveys, who will indicate his approval of the transfer on the forms.

Disposal of Unserviceable Goods

- 3.33 Goods including Permanent stores that have become unserviceable will be condemned in the field using following procedure. F.R. 770 to 775 gives the procedure of condemning and disposal of unserviceable stores. It has to be get special approval from senior Deputy Surveyor General (Resource Management) for condemned and dispose stores after 31 August of the year.
- 3.34 The Annual Verification Board or the officer in charge of goods shall make an application on General 47 in triplicate for reporting on unserviceable goods and for appointment of a Board of Survey indicating the period of usage, serial number (if any) and the reference number on S56 when the item was received, against each item wherever applicable.
- 3.35 Boards of Survey shall be appointed as follows in terms of FR 756, which consist of two responsible officers
- (a) Other than, and not immediately subordinate to, the officer or officers directly in charge of stores: and
 - (b) One of whom is acquainted with the type of technical stores if any verified.

Accordingly, the appointments of Boards of Survey should be done as per Annex 3 Selection of officers has to be done with necessary care to minimize resultant expenditure on travelling, compared to the value of articles to be condemned.

- 3.36 However, the applications for Board of Surveys for items of which present purchase value more than Rs 50,000/- such as Photocopiers, Computers including Laptops, Air Conditioners Dot Matrix Printers, and High Quality Printers etc. shall be prepared separately and sent to the Snr. Deputy Surveyor General (Resource Management), who shall appoint the Board of Survey.
- 3.37 When condemning stores, the Board of Surveys should investigate the period that the stores have been used and should satisfy themselves that the period of use is reasonable. If the board is not satisfied that the stores have been used for a reasonable period of time the matter should be reported to Senior Deputy Surveyor General

- (Resource Management) for surcharge with their recommendations and person/persons responsible for the same.
- 3.38 The Board of Survey should forward its recommendation on form G47 to the officer appointed them and the order for condemning the unserviceable article shall be given by him after due consideration of the recommendation of the board in terms of FR 770. Recommendation for condemning should be done for the goods that are beyond economical repairs only.
- 3.39 The Officers authorized to appoint the Board of Survey are delegated the powers under F.R. 770 (2) to consider such reports and give instructions to Chairman of the Board on the same form Gen.47, based on the recommendation of the Boards of Survey. If he is not in agreement of the Board in respect of any item, he may refer papers back to the Board giving his views for reconsideration by the Board.
- 3.40 Any unserviceable article, whose purchase value or present market value, the higher of which more than Rs.10,000/= or estimated scrap value (re-sale value) more than Rs.1000/= or the goods having serial numbers (Eg :- Photocopiers, CPU, Monitors Printers, UPS etc.) should not be destroyed or sold in the field but has to be returned with all accessories to Procurement & Supplies Branch at Surveyor General Office for sale after condemning.
- 3.41 Any unserviceable furniture items should not be destroyed or sold in the field but to get them repaired as much as possible. Otherwise they should be returned to Surveyor General Office for repairs after condemning.
- 3.42 Unserviceable Survey Instruments, Chains, Programmable Calculators, Staves, Rolling Rulers should also not be condemned in the field but to be returned to S.G.O. Transport to return condemned articles to Surveyor General Office should be arranged with utmost care to minimize expenditure for transport.
- 3.43 Once the condemned articles received at the Surveyor General Office with necessary G47 forms signed by the Board of Survey, with necessary endorsements as per Standing Orders, the articles will be written off from the relevant store inventory ledgers.

- 3.44 The Board of Survey after condemning the stores should give the following certificate on G 47 application:

"We have carefully examined and condemned the articles listed above and they have been burnt/ destroyed / auctioned in our presence or advised to send Procurement & Supplies Branch for sale"

- 3.45 The Board of Survey will handover all copies of Gen.47 forms to the officer in charge of stores with its recommendation regarding the deletion of items from the ledger and the officer in charge should delete the items from the ledger and send two copies of G47 to Procurement & Supplies Branch.
- 3.46 The goods that are to be handed over to Procurement & Supplies Branch for sale should be deleted from the ledger only after returning to Procurement & Supplies Branch with two copies of G47 for which the Procurement & Supplies Branch will assign a number and give a certification to the effect that the goods have been received and the second copy is returned. Retain triplicate copy of Gen.47 for any clarification in between.

Consumable Stores

- 3.47 All issues will be made only on the stores requisition forms S56 in duplicate.
- 3.48 Any additional stores required may be applied subsequently on the same form and issued as supplementary issues. As a general rule not more than one supplementary requisition should be made during a calendar year.
- 3.49 The Requisitions of the current and the preceding year only will be retained in the Provincial Survey Offices, District Survey Offices, Divisional Survey Offices, Branches in SGO and the Procurement & Supplies Branch. All other requisitions of previous years will be destroyed during January of each year.

- 3.50 All consumable stores issued should be accounted for in the consumable Stores Stock Book on form L 405. Superintendents must verify these stores periodically at least once a quarter and initial and date this book to indicate that this has been done. All issues must be strictly controlled.
- 3.51 It is essential that in every office one officer should be placed in charge of stationery and designated as Stationery Economy Officer. All issues of stationery should be made by him and should be noted in a permanent book drawn up on lines similar to the consumable Store Stock Book. He should ration issue as far as possible. The Superintendents should, checked, initialed and dated by the Superintendent.

Security and Care of Government Stores and Instruments

- 3.52 Government stores must be used with care secure manner. Officers will be liable for any damage caused to Government stores, other than by fair wear and tear. All Officers should exercise great care in taking over stores as they will be liable for any deficit or damage not acknowledged in writing at the time of taking over.
- 3.53 Totalstations, Theodolites and Levels is one of our most valuable assets. The Provincial Surveyor Generals to be vigilant and inform SG any cases of misuse or negligence by their staff. Although they are issued to individuals, these survey instruments are the property of the Department.
- 3.54 All the glass arc optical instruments and electronic equipment are very delicate and under no circumstances adjustments should be attempted in field to these instruments. for the permanent adjustments instruments should be send to instrument branch on instruction of Superintendent Surveys (Instrument)on due date.
- 3.55 Government stores must be kept clean and maintain good working condition.
- 3.56 Stores should kept away from the wet environment. Optical part of the instruments should be clean only with silverwite cloth and brush provided with the instrument. Also, care should be taken to secure from insects and other environmental hazard when using and storing stores.

- 3.57 Instruments, when on tripods, should never be carried in a horizontal position. It should be carried with the instrument in front and at an angle of not more than 30 degrees from the vertical. Instruments fixed on tripod should not be carried for long distances (Eg. Camp to worksite, worksite to worksite etc.) They should be boxed and transported.
- 3.58 Totalstations should never be carried on tripods. They must be carried through the handle only.
- 3.59 Boxing instruments should be done by the Surveyor. Before placing an instrument in its box, the clamp screws should be released and the foot screws should be taken to central position to eliminate unequal strain. It is not necessary to release the spring tension of tangent screws or to loosen any other screws. Fixing and removing the Totalstation, theodolite/ level etc. to and from the tripods should be done by the surveyor.
- 3.60 A suitable senior Manum Sahayake should be designated as Instrument Manum Sahayake and entrusted with the responsibility of helping the Surveyor, to set up the instrument and look after its safety.
- 3.61 Transporting instrument in tractor trailers, on push bicycles or motor bicycles to work sites is not allowed. The jerks are too much for delicate parts of instrument to bear.
- 3.62 Every three years, the non electronic instrument must be fully serviced, even though it appears to work in good condition and should get date from Superintendent of Surveys (Instrument) as per S.O. 3.72. There should not be any exceptions to this requirement. Optical parts are permanently damaged if not cleaned and wiped regularly, for which a servicing is essential. Instruments for servicing should accompany the tripods and History books, and the reflector, battery charger etc. which are essential for setup and operate the instrument.
- 3.63 In case of Totalstations and electronic instrument should be sent for service on the date assigned by the Superintendent Surveys (Instrument) as per S.O. 3.72 without fail.

- 3.64 Senior Superintendents and Supervising Officers must examine the instruments in their charge at least once in every six months. and note in the instruction books and in their diaries that these instrument (give the instrument number) are in good working order and have been serviced within the past three years. They should also investigate unauthorized repairs done in the field.
- 3.65 Instruments put away for a month or more must be carefully examined before use.
- 3.66 Officers must take particular care to check and locks and keys of writing tables, almyrahs, etc and maintain good working condition . The cost of missing locks and keys will be surcharged to the officer responsible for their loss.

Repair Procedure for Instruments that are out of order

- 3.67 Stores needing repairs should be sent to the Instrument Branch at Surveyor general Office. Form S58 need not be used, but a covering letter giving details of repairs needed, with the Superior Officer's recommendation. If the repair was needed due the negligence or mishandling or accidents by an officer it has to be clearly indicated by the supervising officer.
- 3.68 If it is found difficult to put a damaged instrument into the box, it should not be forced into the box. The instrument and the box should be sent separately, taking precautions not to damage the instrument while transporting to SGO.
- 3.69 Superintendent of Surveys (Instrument) should examine the repots and the instrument and should prepare estimate for cost of repairing.
- 3.70 Superintendent of Surveys (Instrument) should examine the repots and the instrument and should report to held investigation under F.R 104, if repair was due the negligence or mishandling or accidents by an officer. On that action should be taken to surcharge cost of repair from the responsible officers for the damage. (S.O. 3.10 -3.19)

- 3.71 Instruments must be thoroughly examined by issuing and receiving officers. Instruments handed over for repairs or service should be obtained from the Instrument Branch at Surveyor General's Office. Officer who signs for instruments must ensure that the details of the instruments and their accessories are available in good working order. Notes of any defect in an instrument or its accessories and any discrepancy in the details should be made in the space provided in the Instrument Book. In the absence of any notes or reports it will be understood that the officer who took over the instrument and its accessories are in good working order.

Service of Instruments

- 3.72 A computerize database of all kind of survey instruments including total stations and theodolites is maintained by the Superintendent of Surveys (Instrument) without any deficiency. He will call for these instruments for servicing, and the Senior Superintendents and Supervising Officers should see that their Surveyors send these instruments with tripods for servicing within two weeks. Urgent work in hand should not be an excuse for avoiding this requirement. The Senior Superintendent Supervising Officer and the Surveyor should see that this requirement is fulfilled.

Maintaining of Instrument Books

- 3.73 Every Instrument is issued with an "Instrument Book" containing a detailed description of the instrument, its accessories and history. When an instrument book is complete, it will be numbered as book I and another book numbered Book II will be taken up. Book I will be filed in the Instrument Branch.
- 3.74 All transactions and repairs to the instrument must be shown in the "Instrument Book". Officers should enter in the space provided in the book, notes of any slight defects in the instrument or its accessories or of any discrepancies. All transactions of instruments such as issues, transfers, returns, sending for servicing etc. need be entered in the history books, and the duplicate pages sent to Instrument Branch under registered post within a week, to update his database.
- 3.75 Instruments without history books will not be accepted in the procurement & supplies Branch or Instrument Branch. If the book is lost the Surveyor should obtain a

Duplicate Copy from the Instrument Branch on producing a receipt for Rs.100/= paid to the shroff.

- 3.76 Supervising Officers should enter in the "Instrument Book" on the current page a marginal note giving the date they examine the instrument.
- 3.77 Any entries of the Instrument Book should not be deleted or altered without authority from Head Office.
- 3.78 Superintendent Surveys(Instrument) will enter the nature of any repairs in the Instrument Book.

Obtaining Clearance for Government Stores

- 3.79 When Officers who are chargeable for Government Stores go on retirement /no pay leave for foreign employment / resignation / transfer / suspension of service, should hand over their Government Stores to Senior Superintendent of Surveys (Procurement & Supplies) or to a responsible higher officer in case of stores issued to an office/branch, and obtain a clearance certificate.
- 3.80 When an officer is subjected to a sudden termination of service, the officer will be given a maximum period of 14 days to handover the stores and obtain the clearance certificate from the Senior Superintendent of Surveys (Procurement & Supplies).
- 3.81 If an officer deliberately refrains from handing over Government stores, the immediate supervising officer should lodge two entries immediately at the Police stations closer to the official station and the private residence of the officer concerned. Copies of these entries should be forwarded to Senior Superintendent of Surveys (Procurement & Supplies) for future legal actions.
- 3.82 What ever the reason given for the delay in handing over the stores after the stipulated time period, the officer concerned is liable to a fine imposed by the Surveyor General in addition to the replacement cost of unreturned stores and a surcharge of 25%. If any delay is caused in the payment, an interest of 1% per each month of delay is also

added to the above amount. Legal action will be taken against the officers who fail to make payments within a reasonable period of time.

- 3.83 In case of an officer dies while on duty, the immediate supervising officer should take over the stores chargeable to the deceased officer, along with another officer and hand over to the to Senior Superintendent of Surveys (Procurement & Supplies) or to a responsible higher officer in case of stores issued to an office/branch and obtain a clearance certificate to be issued to the deceased officer.
- 3.84 The Government Surveyors who are attached to a Divisional Survey Office or District Office should return the stores chargeable to them to the Senior Superintendent of Surveys (Procurement & Supplies) and should obtain clearance.

Surveyors going on long leave

- 3.85 When Surveyors go on long leave, say, periods of over two months or when they are not engaged on field duties for over two months, the Supervising Officers, or the Senior Superintendents should see that their stores are returned to Senior Superintendent of Surveys (Procurement & Supplies).
- 3.86 The lady Surveyors are allowed to keep the Government stores under their control at the time when such officer goes on maternity leave with full payment of salary.
- 3.87 However, the Surveyors who had taken approved no pay / half pay leave can keep Government stores up to 60 days of no pay / half pay leave, with prior approval of District Senior Superintendent of Surveys, without any entitlement for special allowance.

Steel Tapes

- 3.88 In metric steel tapes, the graduations are either painted or engraved and they are liable to get defaced by bad handling. Therefore, metric steel tapes should not be dragged on the ground as far as possible.

Accounting of Government Stores

- 3.89 A Inventory Ledger of Permanent Stores on form L79 should be maintained as indicated in Annex 2, by each Officer in charge of Government Stores as a record of all his transactions in permanent stores. No stores should be written off the Officer's ledger until written authority to do so has been obtained.
- 3.90 The Procurement & Supplies Branch reference number and date, appearing on the store requisition or return form, should be entered against each entry in the Officer's ledger.
- 3.91 The stores ledger will be balanced at the end of each "Store year" (ie. 1st January to 31st December) in the manner indicated in Annex 2.
- 3.92 Supervising officers must periodically inspect and check with the ledgers, the stores in their charge and in the charge of their subordinates. They should indicate by their initials, in red ink, the items they check. It should be borne in mind that most of the mistakes in connection with Store keeping are due to lack of adequate supervision. Superintendents should check the stores of the Officers under their supervision regularly, not less than once a quarter and report the results of such checks in their diaries. Surprise checks in accordance with F.R.758(i) should also be carried out The Officer's store ledger must be initialed and dated after every check.
- 3.93 Surprise Verification of Stores - (F.R.R.758 and 759) Surprise visits will be made by an officer from the Surveyor General's Office or from the Audit Department for the purpose of verifying stores, and checking the store accounts kept by officers of the Department. The results of Audit inspections must always be reported to Surveyor General's Office at once

Annual Verification of Stores

- 3.94 Annual verification of stores should be done in terms of F.R.756. The annual verification of stores in all branches in Survey General Office, all Provincial Survey General's Offices, District Survey Offices, Divisional Survey Offices, Government

Surveyors' Offices, Circuit Bungalows, Holiday Homes and Institute of Surveying and Mapping, should be completed before 31st December every year.

- 3.95 The original of the completed verification report should be sent through the respective officer who appointed the Boards of Survey and the duplicate directly, to reach the Procurement and Supplies Branch on or before 15th January in the following year.
- 3.96 The forms of S/56 and S/58 relevant to the transfer of stores and G/47 forms for condemning of stores done during the year should be forwarded to reach Senior Superintendent of Surveys (Procurement & Supplies) before 31st August of the current year. Any disposal of Stores not completed by 31st August should be done in the following year. Transferring or condemning of stores after 31st August should be completely avoided. Any of the forms mentioned above should not be sent to reach Procurement & Supplies Branch after 30th September.
- 3.97 Boards of Survey shall be appointed as follows in terms of FR 756, which consist of two responsible officers
- a. Other than, and not immediately subordinate to, the officer or officers directly in charge of stores: and
 - b. One of whom is acquainted with the type of technical stores if any verified.

Accordingly, the appointments of Boards of Survey should be done as per [Annex 2](#)

All these boards should be appointed by 15th of November each year.

- 3.98 A certified computer printout of chargeable items as at 30th November will be sent to the officer in charge of stores and he should prepare the verification forms according to that order of the list. The Board of Survey is responsible for physical verification of those stores items and issue clearance certificate to the officer in charge of Stores on the Annual Verification Report itself, and also to recommend disposal of any unserviceable stores on form G47. Any shortages and/or excess goods should also be reported on the Verification Report.
- 3.99 It is the duty of the officer in charge of stores to take action to correct any discrepancy on ledger balance and the chargeable list at SGO at any time of the year but before the annual verification of stores.

- 3.100 It is the duty of the officer in charge of stores to take action to clear any shortages and to obtain clearance certificate from the Board of Survey before 1st March. The respective officer who appointed the Boards of Survey should identify the officer/s responsible for missing items and inform the Snr. Deputy Surveyor General (Resource Management), and he in turn will take action to surcharge the replacement values of missing items plus 25% from the officer responsible based on above information.
- 3.101 Officers chargeable to stores or officers appointed to Boards of Survey should not be released on annual transfers until they complete verification of stores.
- 3.102 Boards of Survey should report whether Government Surveyor keeps his/her Government stores physically at the approved station.
- 3.103 For annual verification 3 sets of Tr. & A - 66 forms will be sent to each officer i/c of or store unit by Procurement & Supplies Branch before 15th of November
- 3.104 (a) During the first week of December every officer who is in charge of a store unit should see that his store ledger is balanced vide S.O. 3.7 as at 31st December, as no store transactions are done during this period.
- (b) Columns 2 & 3 in the three sets of Tr. & A - 66 forms should be correctly filled up and submitted to the Board of Survey.
- (c) On the date fixed for verification of stores, the officer should produce before the board the store ledgers, and all items of stores with him.
- 3.105 (a) Every Chairmen of a Board of Survey should arrange to verify the stores units assigned to them before the 31st December.

- (b) Boards of Survey should go through the ledgers carefully and check the entries in columns 2 & 3 of the report and enter the column 4 of all the copies after making a physical check of the stores produced before them.
- (c) Boards should certify all the three copies and return one copy to the officer. At the same time they should certify the store ledger also. The other two copies of the certified report should be sent to Senior Superintendent of Surveys (Procurement & Supplies) before the 15th of January.
- 3.106 If there is a delay in checking Stores by the board, due to reasons beyond the control of the board member the officer in charge of the store unit should forward one uncertified copy of the report to Senior Superintendent of Surveys (Procurement & Supplies) by 15th January with a covering letter under registered cover. In such instances the Board of Survey should certify the other two copies and forward one copy to Senior Superintendent of Surveys (Procurement & Supplies) with their explanation for delay and hand over the other copy to the officer.
- 3.107 No stores either permanent or consumable will be issued to any store unit unless the certified store verification report for the preceding year is received by Senior Superintendent of Surveys (Procurement & Supplies).

Miscellaneous

- 3.108 **Repair of Tools** - Tools such as axes, jumpers etc. may be repaired in the field, but prior authority to incur the expenditure must be obtained from the District Senior Superintendent.

[Annex 1 Chapter 3](#)

Chapter 3

So 3.4 and 3.31

List of government stores and maximum amount of which can keep with government surveyor

Group	Item	amount
A	Theodolite and Tripod	1
A	Steel Tape 50 m	1
A	Surveying pole	3
A	Led Plummet	2
A	Tripod for Led Plummet	2
A	Linen Tape 20 m	1
A	Programmable Calculator	1
A	Level and Tripod	1 *
A	Staves 5m	2 *
B	Led weight	4
B	Parallel Ruler	1
B	Scale Plotting	1
B	Scale Offset	1
B	Computing Scale Metric	1
D	Table Writing	1
D	Table camp	2
D	Chairs Arm	3
D	Plan box Plat	1
D	Plan box Upright	1
H	Departmental survey regulations (S/E/T)	1
H	Standing Orders (S/E/T)	1
H	Technical Instructions (S/E/T)	1
G	Crowbars	1
G	Hammer	1
G	Jumpers	2
G	Mammoties	1
G	Axe	1
G	Catties	2
G	Hatchets	1
G	Saw Hand	1
G	Trowels Mason	1
G	Shovel	1

* Only for the period approved by the supervision Officer.

[Annex2Chapter3](#)

Appointments of Boards of Survey

(a) Government Surveyor's Offices: Appointment is done by the relevant Provincial Surveyor General

1. Chairman - A Superintendent of Surveys in the district, who does not supervise the relevant Surveyor.
2. Member - One Senior Government Surveyor of the District.

(b) Divisional Survey Offices: Appointment is done by the relevant Provincial Surveyor General

1. Chairman - A Superintendent of Surveys of any other office in the district.
2. Member - One Senior Government Surveyor of the District

(c) District Survey Offices: Appointment is done by the Provincial Surveyor General

1. Chairman Provincial Senior Superintendent of Surveys or any other Senior Superintendent of Surveys in the province.
2. Member Technical and Administrative Officer of any other office.

(d) All circuit bungalows and Holiday Quarters.: Relevant Provincial Surveyor General

1. Chairman A Superintendent of Surveys in the district.

2. Member A Government Surveyor.

(e) Provincial Surveyor Generals Offices Appointment is done by the Additional Surveyor General (Field)

1. Chairman - Senior Superintendent of Surveys of any other office.

2. Member - Technical and Administrative Officer of any other office.

(f) Branches, Units in SGO : Appointment is done by the Additional Surveyor General, Senior Deputy Surveyor General, Deputy Surveyor General or Director (Finance) who ever the immediate Supervisor to the Branch.

1. Chairman - Head of any other branch or a Technical and Administrative Officer of any other section.

2. Member - Officer of Public Management Assistant Service of any other section / Officer of Sri Lanka Technological Service.

(g) Units in the main stores at SGO : Appointment is done by Senior Deputy Surveyor General (Resource Management)

1. Chairman - A suitable Superintendent of Surveys.

2. Member - A suitable knowledgeable officer of relevant goods.

(h) Units in the ISM & Geodetic Branch Appointment is done by Senior Deputy Surveyor General (Training)

1. Chairman - A Superintendent of Surveys not attached to ISM

2. Member - A Surveyor not attached ISM or Geodetic Branch

(i) Offices of Surveyor General's, Appointment is done by Senior Deputy Surveyor General (Resource Management)
 Additional Surveyor General's,
 Senior Deputy Surveyor General's
 & Deputy Surveyor General's

1. Chairman - A suitable Superintendent of Surveys

2. Member - A suitable knowledgeable officer of relevant goods.

CHAPTER IV
LANDMARKS

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CHAPTER IV **LANDMARKS**

General (Landmarks)

- 4.1 Landmarks must conform to the Landmarks Ordinance – See [Annex 1](#)
- 4.2 (a) The Senior Superintendent of Surveys (Snr. S.S.) in charge of the district will be responsible for the supply, control and accounting of all landmarks in his district.
- (b) As soon as the Annual Work Plan for the ensuing year is prepared, the Snr. S.S. in charge of the District will assess the allocation necessary for obtaining additional landmarks that will be required and inform the Provincial Surveyor General to be conveyed to the Surveyor General. (See S.O. 4.40)
- (c) The Provincial Surveyor General will make necessary allocations for all the districts in his Province.

Purchasing of Landmarks and Procurement Procedure

- 4.3 Supply of landmarks must be offered for public competition through Procurement procedure. Government Procurement Guidelines Nos. 3.2 – 3.3 of the National Procurement Agency should be followed.
- 4.4 (a) After assessing the requirements of landmarks for the ensuing year vide S.O. 4.2 (b) and allowing sufficient landmarks for the next field season as well, the Senior Superintendent in charge of the district will arrange to publish the Bidding Notice during the 3rd week of October, stating the approximate number of landmarks and the locations. A minimum period of 3 weeks should be allowed between the date of publication and date of closure of the Bid.
- (b) A copy of the Bidding Notice should be posted to each of the Contractors relevant to the district. If there is no sufficient number of contractors in the district, Bidding Notice should be posted to Contractors in adjoining districts.
- 4.5 Bidding documents ([Annex2](#)) to be issued subject to the financial regulation in Chapter 6 of Government Procurement Guidelines

Receipts and Opening of Bids

- 4.6 The Bids so received will be kept by the Senior Superintendent of Surveys in the iron safe if a Bid box is not available till the specified date and time. On the appointed date and time, Bids will be opened in the presence of the District Procurement Committee and the bidders. Thereafter appropriate actions should be taken as per Procurement Guidelines to select a supplier. Senior Superintendent of Surveys must follow the delegation of authority under F.R. 135 in this instance.

Consideration of Bids

- 4.7 Thereafter, the Bids should be scrutinized and scheduled. The Senior Superintendent of Surveys will forward to the Provincial Surveyor General, the original Bids received by him and the schedule together with a report embodying the following. If these bids exceeds the authorized amount as per FR135, the Provincial Surveyor General should forward it to the Surveyor General. Senior Superintendent of Surveys and Provincial Surveyor General should adhere to authority allocated under FR 135.
- (a) The estimated cost of the supply.
 - (b) A recommendation as to which bid should be accepted.
 - (c) The reason as to why lower bidders are not acceptable, if a bidder other than the lowest is recommended.
- 4.8 General preference to approved Societies – See 3.9.1 in Government Procurement Guidelines.

Acceptance of Bid

- 4.9 The final decision of the Provincial Surveyor General / Surveyor General will be notified to the Senior Superintendent of Surveys. As soon as the acceptance of a bidder is notified, the Senior Superintendent of Surveys must inform the successful bidder under registered cover and take necessary steps to obtain the security deposit and to sign the contract. The contract will be signed in duplicate on the form provided by the Surveyor General.
The unsuccessful bidders should be informed and their Bid Security deposits should refund as soon as the contract with the successful bidders has been signed.
- 4.10 If all bids received have been rejected or no bids are received, the Surveyor General's advice must be sought immediately whether to call for fresh bids or to obtain supplies from other districts.

Placing of orders with the selected Contractor

- 4.11 No sooner the Contractor has furnished the security deposit and signed the contract, orders for landmarks in accordance with the requirement will be placed by the Senior Superintendent of Surveys who will also forward a copy of the order to the officer who is nominated to takeover delivery of the landmarks. The order should specify the place of delivery, number of landmarks, priority of delivery and the name and address of officer deputed to takeover. The officer deputed to take delivery of the landmarks should ensure that the landmarks supplied are in accordance with the accepted specifications (annex 1)

Payment to Contractor

- 4.12 Landmarks below the standard must be pointed out to the Contractor or his representative and should not takeover. The officer will take up a payment voucher in accordance with [annex 3](#) for the actual number of landmarks took over and will

forward it to the Senior Superintendent of Surveys in Charge of District within one week of the delivery of the landmarks.

Construction of concrete Landmarks

- 4.13 Concrete Landmarks will be constructed using departmental Survey Field Assistants if excess Survey Field Assistants in the division cannot be found profitable work elsewhere or to meet unexpected shortage in the approved supply of landmarks.
- 4.14 Approval of Provincial Surveyor General should be obtained for construction of more than 1000 landmarks at a time.
- 4.15 The construction of concrete landmarks will be entrusted to Survey Overseers under the supervision of Superintendent of Surveys. The Survey Overseer by frequent checks must ensure that a mixture of cement, 13 mm metal and sand in the ratio 1:2:3 is used. The construction should be carried out within the premises of the Divisional Survey Office or at a place closer to it. The Survey Overseer must check the number of landmarks constructed each day with the balance materials and maintain an account of same.
- 4-16 On completion of construction, the Superintendent of Surveys will inform the Senior Superintendent of Surveys, the number of Landmarks constructed and add to the central report of the Superintendent of Surveys, the number of labour days involved, cost of labour and the cost of materials.

Central Landmarks Depots

- 4.17 These are the Depots where landmarks are stocked for issue to Sub depots. The sites for these Depots will be decided by the Senior Superintendent of Surveys in charge of the District considering the permanency, safe custody, management and proximity to area of demand.

The Central Depots in a District should generally be maintained in the Divisional Survey Offices of the district.

The Superintendent of Surveys in charge of Divisional Survey Office is responsible for these Depots.

- 4.18 Central Depots will be numbered according to the Divisional Survey Offices. The number will be assigned by the Senior Superintendent of Surveys and the same number will not be used for another Depot. (Ex – Maha/Digana, Maha/Geliyoa, Maha/Mahanuwara, Maha/Doluwa)
- 4.19 To facilitate checking, the landmarks at each Central Depot will be stacked in units of one hundred (100).
- 4.20 Government Surveyors should obtain his requirement of landmarks from his Supervising Officer. If there are no sufficient Landmarks in his depot, the Supervising

Officer should exchange the landmarks from the nearest Depot and inform the Senior Superintendent of Surveys.

Sub Land Marks Depots

- 4.21 Every issue of landmarks from a Central Depot will constitute a Sub Depot irrespective of the number of landmarks issued.
- 4.22 The officer obtaining landmarks from a Central Depot will be responsible for the safe custody and accounting of such landmarks, and will be responsible for returning all unused landmarks to the Central Depot when the officer shift camps. A receipt on Form LM (5-1) – vide [annex 9](#) should be obtain from/given by Superintendent of Surveys for all landmarks returned to a Central Depot.
- 4.23 Sub Depots will be numbered in accordance with the Central Depot number. This number will be assigned by the officer in charge of the Central Depot. This number will be a sub division of the Central Depot number. (Ex – Maha/Digana/2009/1)
- 4.24 To facilitate checking, landmarks at Sub Depots will be stacked in units of ten(10).

Application for Landmarks

- 4.25 At the commencement of the field season the Surveyors should estimate their requirements of landmarks and apply for the number required for the first three months. If this number is less than the number that could be economically transported by the vehicle available in one trip, a higher number will be transported if the additional number is likely to be required for further survey work.

Action should be initiated one month before the available landmarks are likely to be exhausted to obtain requirements for a further period of three months and so on, up to the end of that field season.

- 4.26 Applications for landmarks will be sent direct to the officer in charge of the closest Central Depot if the number of landmarks required is less than 200. If the number is more than 200, the request will be forwarded to the Senior Superintendent of Surveys through S.S. quoting the number of the requisition for survey. The Senior Superintendent of Surveys will consider the possibility of having this issued direct to the Surveyor from the source from which landmarks are being obtained: Otherwise, forward same to the officer in charge of the Central Depot for issue.
- 4.27 (a) Form LM (1) vide annex 4 will be used to apply for land marks. This Form has five sections i.e. from A to E. 'A' will be perfected and forwarded by hand to the officer i/c of the Central Depot. He will issue the landmarks; obtain receipt in section 'B' from the Survey Field Assistant or the Officer taking over the landmarks; perfect sections 'C' & 'D' after making corresponding entries in the Central Depot Account Form; detach sections 'C' & 'D' and forward them to the applicant officer and Senior Superintendent of Surveys i/c of the District respectively. Sections 'A' & 'B' will be filed in the Central Depot file.

- (b) The Superintendent of Surveys i/c of Divisional Survey Office, according to the section 'C', will submit a Sub Depot Account Form - LM (3) (vide [annex 6](#)) direct to the Surveyor.
- (c) Surveyors should make prior arrangements with the officer i/c of the Central Depot/Supervising Officer for taking over and transporting of landmarks to the required sites.
- (d) When landmarks are supplied by a Contractor direct to a Surveyor other than Superintendents of Surveys i/c of the Central Depot, the Superintendent of Surveys should issue a Sub Depot number - Form - LM (5). (Vide annex 8)

Accounting

- 4.28 The Superintendents of Surveys should maintain a file for every Central Depot. District Survey Office should also maintain separate files for each Central Depot.
- 4.29 The Central Depot Number and the name of the officer must be written on the cover of the file.
- 4.30 The Central Depot Form - LM (2) (vide annex 5), will be used for accounting and will be retained in the file. All correspondence and receipts relating to the Central Depot will also be numbered and retained in this file. The split filing system should be used.
- 4.31 All entries should be legible and will be as indicated in Form - LM (2) (vide annex 5). A fresh form will be taken up for each month.
- 4.32 At the end of every month, the Depot Forms should be balanced by the Officer i/c of the Depots. A certified copy of Form LM (2) (vide annex 5) should be submitted to the District Survey Office on the second working day of the month.
- 4.33 The certified copy received in District Survey Office will be filed in the respective Central Depot file after checking and entering additional details required.
- 4.34 Whether the receipts in respect of all issues (See S.O. 4.27 (b)) are received and whether they are properly filed should be conveyed to the Senior Superintendent of Surveys i/c of the District. The entries in the District Survey Office in respect of each Surveyor should also be transferred to the Depot Ledger vide S.O. 4.27.
- 4.35 Landmarks which are damaged, lost etc., at the central Depot will be entered in the issues column of the Form LM (2) ([vide annex 5](#)), after necessary approval is obtained. See S.O. 4.46. No Sub Depot Number will be assigned for such 'issue' entries.
- 4.36 When any landmarks from a Sub Depot are transferred from one Surveyor to another, the transaction will be treated as if the landmarks were returned to the Central Depot (S.O. 4.22) and reissued (S.O. 4.27). The Surveyor receiving these landmarks should complete sections 'A' & 'B' in Form LM (1) (vide annex 4), and hand over same to the Surveyor issuing landmarks, who will forward same to the officer i/c of the Central Depot and obtain a receipt on Form LM (5-1) (vide [annex 9](#)).

- 4.37 Surveyors should record all landmarks in Sub Depots issued to them on Form LM (4) (see [annex 7](#)) and maintain in a loose leaf register. In general a Surveyor will not keep more than 4 current landmarks Sub Depots. Action should be taken to close Sub Depot one by one as soon as use of Landmarks.
- 4.38 (a) An account of all landmarks received by a Surveyor will be maintained in the Sub Depot Account Form LM (3) (vide [annex 6](#)) in ink. This should be perfected daily. These entries should be checked by the Supervising Officer at every inspection and initialed.
- (b) The number of landmarks used and the Sub Depot number should be entered in ink on the left hand top corner of each field book page on the day of survey.
- Separate entries should be made in respect of different Depots and different dates of survey.
- (c) Where landmarks buried are not surveyed, a tracing of the plan showing the positions of these landmarks or a copy of the B.O.D. with a certificate regarding these landmarks must be annexed to the Form LM (3). (see [annex 6](#))
- (d) The summary details in the Form will be perfected in pencil, balanced and submitted to Inspecting Officers for checking.
- 4.39 (a) The Senior Superintendent of Surveys will maintain accounts of all Sub Depots in the District in the Depot Ledger. (See Form LM (6) – [annex 10](#))
- (b) A separate page of Depot Ledger will be taken up in respect of each Surveyor and details of all Sub Depots on issue to him will be entered therein.
- (c) An index of the names of Surveyors and numbers of the relevant Depots will be maintained in the Depot Ledger for easy reference.
- (d) The details of landmarks damaged, lost, etc. reported by officers will be entered in the corresponding Depot Ledger maintained in the District Survey Office in pencil no sooner it is reported and inked when written off and communicated to the officer. Similarly, landmarks transferred by one officer to another and for which a new Depot is issued will also be entered in the Depot Ledger against the officers issuing the landmarks and receiving them.
- (e) When a Surveyor finishes with a Sub Depot and forwards the completed Sub Depot Account Form LM (3)(vide [annex 6](#)), the Superintendent of Surveys should check with the field book and submit to the Senior Superintendent of Surveys. It should be returned to the Surveyor after cancelling the receipt in Section D in Form LM (1) (vide [annex 4](#)).

Annual verification of Landmarks

- 4.40 For the purpose of Annual verification of Landmarks, all Sub Depot Account Forms after balancing figures as for an inspection (see S.O. 4.38 (d)) will be forwarded to the Superintendent of Surveys by the Surveyors on the last working day in September of each year. The surveyors should indicate their requirements for the balance field season to enable the Senior Superintendent of Surveys to estimate the number of landmarks required to be ordered for the subsequent year. The account forms will be returned by the Senior Superintendent of surveys after verification before 15th of October.

Submission of Completed Map/Plan

- 4.41 At the time of submitting a Map/Plan which has used land mark, by Government Surveyors or Registered Licensed Surveyors to Superintendent of Surveys for certification, the balanced landmark Sub Depot Account Forms also should included in the file. At the District survey office it should be given to relevant section by the technical administrative office and should conferment by endorsement in the file. New sub depot form should be issued for unbalanced landmarks.

Registers at District Survey Office

- 4.42 (a) District Landmarks Ledger will be maintained on Form LM (7) ([see annex 11](#)). The landmarks constructed using departmental labour will also be entered therein. This will be balanced each year and the balanced landmarks carried forward to the subsequent year. This will give a summary of landmarks received and its distribution.
- (b) Central depot Files (See S.O. 4.28)
- (c) Landmarks Depot Ledgers (See S.O. 4.39 (a))

Breakages and Damages of Landmark

- 4.43 It should be minimize the breakages of landmarks. If it is repotted as breakages of landmarks has happened due to carelessness or negligence, inquiries should be held as per S.O. 4.4 and 4.45 by the supervising officer and should be reported to the responsible officers to recover the cost of landmarks. However, while using the landmarks it is possible to break landmarks and in such cases written request should made to senior superintendent surveyors to permit of write-off amount of breakage landmarks.

Loss of Landmarks and preliminary reporting

- 4.44 Whenever a loss or shortage is detected, the matter should at once be reported by the officer concerned to the Superintendent of Surveys with a preliminary report. Inquiry will be instituted to ascertain the extent and causes of the loss or shortage and to fix responsibility. If fraud or theft is suspected, the matter should be reported to the Police immediately(See F.R.104-109).

- 4.45 A preliminary report should be sent to Senior Superintendent of Surveys within seven days. This report should give all important particulars available such as, the nature and extent (quantity and value) of the loss, the cause, the name and designation of the officer involved and the type of investigation which is being conducted and action taken for the secure the balance landmarks prevails.

Final report on Loss of Landmarks

- 4.46 The final report should be in terms of F.R. 104 (4) – (to see [annex 12](#)). The Senior Supdt. of Surveys should send the full report with the file of papers to the Surveyor General within three months of the detection of the loss. Based on that, Surveyor General will give order for write-off or surcharge from the responsible officer. No landmark can be written off from the documents without the written approval.

Verification - Central Depot

- 4.47 (a) The Central Depots will be verified once in three months by the immediate Superior of the Officer i/c of the Depot. The first verification should not be later than 6 weeks after his arrival in the area. His certificate regarding the verification should appear in the original and copy of the Central Landmark Depot Form of that month.
- (b) The verification should include a physical check of the balance landmarks and the book maintenance of the relevant files.
- (c) Central Depots will also be verified by the Officer i/c of the Depot when there is a change in the officer i/c or when the location of the depot is shifted to a new site. In the former case the Central Depot Form duly balanced and certified by both officers will be forwarded to the Senior Superintendent of Surveys i/c of the District. A fresh Form will be taken up for the balance part of the month. The Depot File will be taken over by the new officer in charge.

Verification - Sub Depots

- 4.48 These Depots will be verified at least on every other inspection by the immediate Superior. Certificate regarding the check should appear in the Depot Account Form. (See S.O.4.40)

Transport of Landmarks

- 4.49 Always transport of landmarks should be done in the manner of profitable to the government and it is a responsibility of Senior Superintendent of Surveys and Superintendent of Surveys to plan out and do accordingly. It may be transported from the Central Depot to the work site if the number is less than 200 without the prior approval of the Senior Superintendent of Surveys. If the number is more than 200, the prior approval of the Senior Superintendent of Surveys must be obtained. (See S.O. 4.26)

Cost of Landmarks

- 4.50 The cost of Landmarks for each district for each year will be decided by the respective Senior Superintendent of Surveys. This will be the cost of a single landmark as quoted by the successful bid price plus 25% departmental charges or the cost estimated under the directions given in S.O. 4.16 plus 25% departmental charges.

Landmarks for Registered Licensed Surveyors

- 4.51 When survey work done by Registered Licensed Surveyors under the departmental supervision, for both occasion of Landmark provided by the Survey Department and landmark constructed by them, it should be adhere to above S.O. and should keep noted on field book pages and the summary on the back side of index page. The sub depot forms should be balanced and necessary rewords should be maintained.

Annex 1 Chapter IV

:

S.O. 4.1,11

Subsidiary Legislative Enactments Chapter 456 – Crown Landmarks
The Crown Landmarks Ordinance Section 3

Notifications
(6526/1912.10.11)

The Governor has been pleased to prescribe that the Crown Landmarks referred to in Section 3 of the Crown Landmarks Ordinance shall be of the following materials and sizes, namely:

1. Cement concrete blocks 3½" x 3½" at the top 4½" x 4½" at the bottom and 13" height bearing at the top a broad arrow pointing to the centre mark.
2. Rough stone blocks with the upper 4 inch dressed, either 6" X 6" on the top and 18" deep or 4½" x 4½" on the top and 1ft. 6 inch deep, or measurements approximately thereto, bearing a broad arrow pointing to the centre mark.
3. On live rock a square measuring either 6" X 6" or 4½" X 4½", which is cut a broad arrow pointing to the centre mark.
4. In remote districts and in soils where the above marks would not be sufficiently permanent; with the written authority of the Surveyor General first had and obtained, three cuts on large trees, or charcoal pits, 6 inch. diameter and 18 inch. deep, may be substituted for the masonry block described above, or such other marks as may be found suitable the special circumstances of the case.

N.B. Specimens of the cement concrete blocks and of the stone blocks have been deposited at each Kachcheri for general information.

The notifications regarding Crown Landmarks dated March 23, 1910 and January 12, 1911, published in Gazette Nos. 6,361 of March 28, 1910 and 6,420 of January 13, 1911, respectively are hereby cancelled (6731/1915-08-06)

The Governor has been pleased to prescribe that the Crown Landmarks referred to in Section 3 of the Crown Landmarks Ordinance shall, in addition to the marks described in the Notification dated September 7, 1912, published in Gazette No.6526 of October 11, 1912 be of the following materials & sizes:

1. Short iron rails between 3 ft. and 4 ft. in length buried in the ground to a depth of 2 ft. to 3 ft. the projecting portion of the rail being painted white.
2. Concrete blocks, triangular in shape, measuring 3 inch on each side at the top, 6 inches each side at the base and 18 inch. in length.

Annex 2 Chapter IV

– page 1

Chapter IV

S.O. 4.5

SURVEY DEPARTMENT

BID FORM FOR THE SUPPLY OF LANDMRKS FOR THE FINANCIAL YEAR.

The Senior Superintendent of Surveys i/c. of the District will receive bids up to a.m./p.m. on 20 . . for the following services.

Supply of landmarks at the following districts and the stations given in the under mentioned schedule.

- (a).
- (b).
- (c).
- (d).
- (e).
- (f).
- (g).
- (h).

2. Bids should be made in duplicates, duly signed, enclosed in sealed envelopes and marked, "Bid for the supply of Landmarks for the Financial Year" at its top left hand corner and addressed to Senior Superintendent of Surveys in charge of the district.
3. Bids should be sent under registered cover. Bids that are not sent under registered cover should be handed over personally in the form of a sealed bid or bids by the Bidder or his representative to the Senior Superintendent of Surveys, district or to the Technical and Administrative Officer and a receipt obtained immediately. The bidders will be informed of the receipt of the bids on the day they are to be opened.
4. The bidders, if they so desire, will be allowed to be present at the time of opening of the bids. Bids will be opened at the District Survey Office on the above mentioned date and time fixed for the closing of the receipt of bids.
5. As stated in paragraph 1 above, the bidder should forward separate bids for each District/Area/Station and the prices quoted for a landmark in the bid should include transport cost within the District/Area/Station. The number of bids forwarded should be written legibly in ink and any alteration in the bid should be counter signed by the bidder.
6. The bidder should write their name and address legibly on the bid form.
7. Within 10 days of the intimation of the acceptance of bid, the successful bidder will have to deposit a sum of Rupees as security deposit in the name of the Surveyor General and sign the agreement. This amount will be refunded only after the satisfactory execution of the contract. If the appointed bidder fails to execute the contract, except with the approval of the Senior Superintendent of Surveys/ Superintendent of Surveys, the security deposit made by him will be forfeited and his name will be placed on the list of defaulting contractors precluded from participating in Government contracts.
8. The cost of stamps to be affixed on the bid forms should be borne by the bidder.
9. Before the closing time of the bids stated in paragraph 1, all bidders should furnish a sum of Rupees 250/= (Liable to change with existing Government Regulations) in favour of the Senior Superintendent of Surveys by money order / postal order as Bid security fee. This amount will be refunded after signing the agreement. If the bidder fails to or declines to make the said security deposit or enter into formal contract within 10 days of the intimation to him of the acceptance of his bid, the Bid security deposit will be forfeited and his name will be placed on the list of defaulting contractors precluded from participating in Government contracts. In addition to these, the Government has the right to claim other expenses from the contractor.
10. The Surveyor General reserves the right to reject a particular bid or all the bids or accept a part of any bid.
11. If any notices are handed over to the contractor or posted to the address furnished by him by registered post, it will be considered as to have been handed over to him.

12. Security deposits, Bid deposits and stamp fees need not be paid by Co-operative Societies, Rural development Societies, Labour Societies etc.

Annex 2 – page 2

Chapter IV

S.O. 4.5

13. Further details could be obtained from the officer designated below. A specimen landmark could be examined at District Survey Office during office hours.

Senior Superintendent of Surveys
. District

District Survey Office

.

20

Schedule

Should be cut stone not less than 1' 6" long, about 6" X 6" square at the base and the top 4½" X 4½" square with a centre mark and a broad arrow, dressed to a depth of 4" from top.

Annex 3 Chapter IV

– page 1

Chapter IV

S.O.4.12

(General 35 voucher)

Payable within 30 days from the date of issue

Voucher No.

Cheque No.

Sri Lanka

Station:

Debit Particulars:

Payable to: Mr. A.B.Appuhamy

Date	Detailed description of service rendered, work executed or goods supplied and certificate of approving officer, where necessary	Rate	Amount	
			Rs.	Cts.
2010-10-28	Being payment For supplying four hundred (400) landmarks at Pethiyagoda village @ Rs. 70.00 Cts.00 per landmark LM Depot No. maha/gelioya/2010/01 A.B.Appuhamy 2010-05-06 I certify that the above 400 landmarks are of standard size and shape and have been inspected, counted and passed by me. G.Ginige Govt. Surveyor Gr. 2010-05-06 Authority for payment and reference to file : මහ/මාග/12 2010.01.13	Rs.70/= per L.M.	28000	00
Prepared by : G.Ginige, Govt. Surveyor Checked by :		Total	28000	00

I certify from my personal knowledge / from the certificates in the relevant files* / that the above supplier* / services* / works* were duly authorized and performed and that the payment of Rupees Twenty Eight Thousand and cents NIL is in accordance with regulations* / contract* / fair and reasonable.

2010-05-06

Date

Technical and Administrative Officer

Signature and Title of Officer certifying expenditure

Before certifying / paying, draw attention to F.RR 136 – 140

*Note: Strike out words inapplicable.

Annex 3 – page 2
 Chapter IV
 S.O.4.12
 (General 35 voucher)

Received thisday of(month) 20... (year) in payment of the account, overleaf the sum of Rupees and cents

Witnesses : Signature of Paying Officer and Date:	Signature of Receiver	Affix Stamp as per Stamp Duty Act
--	-----------------------	---

General / Special Warrant No.of 20
 Advance / Imprest Warrant No.of 20
 Authority No.of 20

Before a certifying officer completes his certificate he should satisfy himself from personal knowledge / from certificates in the relevant files / from certificates give on this voucher that:-

- (a) the works / services / supplies have been duly authorized;
- (b) the service rendered is according to contract;
- (c) it has been checked in accordance with regulations;
- (d) articles purchased have been taken into stock;
- (e) the payment is in order;
- (f) the rates paid are according to regulations / fair and reasonable.

The primary responsibility of a paying officer is to pass certified vouchers for payment. Reference may be made to F.RR 115 – 119

I hereby certify that the landmarks mentioned overleaf have been taken in to the Depot Ledger on page No. . . . and entries made in the Payment Ledger on page No. . . .

District Survey Office
 Date:

Technical and Administrative Officer
 For Senior Superintendent of Surveys

I certify that the landmarks mentioned overleaf have been included in the Central Depot maha/gelioya, and issued the sub depot maha/gelioya/2010/01 to relevant Govt. Surveyor and payment is recommended.

2010-05-06

Superintendent of Surveys
 Divisional Survey Office
 Gelioya

Annex 4 Chapter IV

Form LM (1)

Chapter IV : S.O. 4.27(a),36,39(a)

Section A

Mr.

Superintendent of Surveys (.....)

LANDMARKS

Further to my letter No. of please issue me landmarks from Central Depot No. . .
..... Mr. Govt. Surveyor/Survey Field Assistant, whose specimen signature is given below will
take over the Landmarks on my behalf. The landmarks are required in connection with Survey Requisition No. . .
.....

Specimen signature

Signature

Address

Name and Designation

Date.

Section B

Received landmarks from Central Depot No. on

Name and Designation :-

Signature

Designation:-

Detach here

Section C

Mr. Govt. Surveyor

Sub Depot No.

Please note that the above mentioned Sub Depot number is assigned for the L
MM issued to you vide your application No. dated The Sub Depot Form is also sent herewith.

Signature

Address

Officer i/c Central Depot

Date.

Name

Designation

Section D

Senior Supdt. of Surveys/

Central Depot No.

On application No. dated of Mr./Miss/Mrs. Govt. Surveyor
. . L MM were issued on The Sub Depot number assigned is

Signature

Address

Officer i/c. Central Depot

Date.

Name:-

Designation

Detach here

Section E

Mr./Miss/Mrs.

Govt. Surveyor

Sub Depot No.

Receipt of completed Sub Depot Account Form No. is hereby acknowledged.

DSO

Snr.Supt. of Surveys

Date.

Annex 5 Chapter IV

Form LM (2)

Chapter IV :

S.O. 4.30,31,32,35

Original
Central Depot Form
 (To be maintained in duplicate)
 Central Depot No.:- Maha/Digana/
 Month : March 2009

	RECEIPTS					ISSUES						
Date L.M. taken over	From whom	No. of L.MM	Depot number	Remarks	For use by District Survey Office	Date	To whom	No. taken over from Depot	Depot number	For use by the District Survey Office		Remarks
										Surveyor's		
										Ledger page number	Receipts folio number	
	Total						Total					

Annex 6 Chapter IV

Form LM (3)

Chapter IV:

S.O. 4.27 (b) , 4.38 (a,c) ,39(c)

Sub Depot Account Form

Depot No.:-

Name of Surveyor:-

No. of L.MM:-

Date of issue of L.MM:-

Survey Office:-

.....

Snr.Suptd. of Surveys

Date	Field Book No.	Page	No. of L.MM	Reqn. No.	Initialed and date by S.S.	Date	Field Book No.	Page	No. of L.MM	Reqn. No.	Initialed and date by S.S.

- 1. No. of L.MM damaged etc.
(Written off vide Snr.S.S.'s letter No. of)
- 2. No. of L.MM used by me.
(Account herein)
- 3. No. of L.MM returned to Central Depot
(Receipts annexed)
- 4. No. of L.MM in transit
- 5. No. of L.MM in Depot

Total

.....
Signature & Date

Annex 7 Chapter IV
Form LM (4)
Chapter IV : S.O. 4.37

Sub Depot Form

Sub Depot Number	Number of L.MM received	Date received	Date receipt forwarded to S.S.	Date completed Sub Depot A/c Form forwarded to S.S.	Date receipt received from S.S.

Annex 8 Chapter IV
Form LM (5)
Chapter IV :
S.O. 4. 27(D)

Mr./Mrs./Ms.
Supdt. of Surveys

Central Depot No.

Mr./Mrs./Ms. Govt. Surveyor was issued with L.MM,
which were supplied to him/her direct by the Contractor. Please make corresponding entries in the
Central Depot Account Form of the above Central Depot which is in your charge and inform the Sub
Depot number to me and the Surveyor.

.....
Senior Superintendent of Surveys

District Survey Office :

Date :

Copy :- Mr./Mrs./Ms. Govt. Surveyor, f.i. & n.a.
Sub Depot Account Form and No. will be issued by /Supdt of Surveys

Annex 9 Chapter IV

Form LM (5-1)

Chapter IV : S.O. 4.22,36

Mr./Mrs./Ms.
Govt. Surveyor,

Return of Landmarks to Central Depot No.

This is to acknowledge the receipt ofL MM, from Sub Depot
No. chargeable to you.

.....

Signature

Name.

Designation.

Address :

:

Date :

Annex 10 Chapter IV

Form LM (6)

Chapter IV

S.O. 4.39(a)

District Survey Office - Accounting

Landmarks Depot Ledger – Form LM (6)

Name of Surveyor:-

Address:-

RECEIPTS					ACCOUNT			
Date L.MM taken over	Depot number	Number of L.MM	Reference to file receipt	Remarks	Date	Details	Number of L.MM	Remarks

Annex 11 Chapter IV

Form LM (7)

Chapter IV : S.O. 4.42 (a)

Divisional Landmarks Ledger

Entry No.	No. ordered	Rate per L.M.	Letter or order to Contractor		Name of Contractor	No. of L.M.M taken over	Name of S.S./Govt. Surveyor who took over	Total cost		Central Depot number	Voucher to District Survey Office		Date of payment to Contractor and cheque No.
			No.	Date				Rs.	Cts.		No.	Date	

Annex 12 Chapter IV

Chapter IV

S.O. 4.46

Financial Regulation 104 (4)

Full Report:- After inquiry, the full report should be submitted within three months from the date of loss (or its discovery). It should state where applicable:

- (i) total original cost of the property or value of cash, stamps, etc. lost;
- (ii) approximate or estimated value of property at time of lost;
- (iii) replacement value, or cost of repairs to the articles;
- (iv) quantity, if applicable, the number of items (or categories and number in category), together with value in terms of F.R. 105 (1);
- (v) causes which led to the loss;
- (vi) name and designation of the officer or officers directly or indirectly responsible for the loss;
- (vii) whether fraud, negligence, delay, omission or other fault is involved;
- (viii) recommendation, regarding recovery of the loss and whether any disciplinary action is proposed;
- (ix) was this loss the subject of a court case? If so, what was the result?
- (x) is the loss covered by insurance or guarantee? If so, what is the amount recoverable?
- (xi) steps, if any taken or proposed to be taken to prevent similar losses in future.

CHAPTER V
SURVEY FIELD ASSISTANTS

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CHAPTER V SURVEY FIELD ASSISTANTS

Introduction

- 5.1 Survey Field Assistants in the Survey Department are administered according to the service Minutes of the Sri Lanka Survey Field Assistants Service published in Gazette notice No. 692/14 and the amendments. ([See annex 1](#))
- 5.2 The categories of Survey Field Assistants according the service minute of Sri Lanka Survey Field Assistants are as follows:-

	<u>Class/Grade</u>
Overseer	- Class I Grade I
Chief Survey Field Assistant	- Class I Grade II
Semi Skilled Survey Field Assistant	- Class II
Unskilled Survey Field Assistant	- Class III

Duties at the Survey Field Assistants Section in the Surveyor General's office

General Administration

- 5.3 According to the Service Minutes of the Sri Lanka Survey Field Assistants Service the recruitment grade is Class III and the recruitments, promotions, extension of services, retirement, resignations, foreign travels, leave without pay, reinstatements, release from service, disciplinary matters, transfers and common administrative matters are handled by the Survey Field Assistants Section in Head Office. All appointments, promotion and transfers will be according to the service minute and the **Procedural Rules** published by Public Service Commission in gazette No.1589/30 of 10th February 2009. Also, according to its chapter XIX, ledgers, records, and registers should be maintained.

Register of Survey Field Assistants

- 5.4 A permanent register for all the Survey Field Assistants in the Sri Lanka Survey Field Assistants Service must be maintained as indicated in annex 2 and the full name of the Survey Field Assistant, national identity card number, departmental number, registration number, date of joining the service, dates of passing efficiency bar examinations, dates of promotions, date to go on retirement and dates of service extensions must be entered in the relevant columns, update and maintained. In addition, this register should also be maintained using a computer.

Seniority List of Survey Field Assistants

- 5.5 The seniority of the Survey Field Assistants of Sri Lanka Survey Field Assistants Service should be maintained ([see annex 2](#)) and the seniority should be decided under the directions given in chapter XI of the **Procedural Rules** published in Gazette No. 1589/40 of 30th February 2009 by the Public Service Commission. The seniority of the Survey Field Assistants recruited on the same day without a recruitment examination during the past should be decided by the dates on which they passed the efficiency bar examination. Whenever a Survey Field Assistant gets a promotion, the date of promotion, grade, and class must be clearly indicated in the register and then, delete

his name from the register and enter at the end of the register to which he got the promotion. Officers receiving promotions on the same day will get their old seniority. This register should also be maintained using a computer.

Duty Stations Record Book of Survey Field Assistants

- 5.6 A register will be maintained ([see annex 4](#)) to identify the present serving station and the districts served earlier by any Survey Field Assistant. This should also be maintained using a computer. This must be updated by 30th of June every year using annual transfers or the letters sent by officers on other changes of stations and the details available in all the provinces on that date.

Enrolments

- 5.7 Getting required approvals to fill the vacancies available in Class III, publications in Gazette, calling for applications, conducting examinations, appointment of interview boards etc. relevant to recruitments should all be done annually.
- 5.8 Actions must be taken to get from the newly recruited Survey Field Assistants, the relevant forms filled, copies of documents relating to their qualifications and identity such as educational, birth & identity cards, completion of all the personal details forms that are to be sent to computer branch, copies of letters that are to be included in the personal file and, the other forms and documents mentioned in the appointment letter on the very first date of appointment with an extra copy. Until the identity is confirmed by using an acceptable identity card, nobody will be considered as having accepted the appointment. Additional personal file should be prepared using the extra copies obtained and send to the District Survey Office to which the Survey Field Assistant is attached.
- 5.9 When an examination conducted by the Department of Examination is indicated as the basic qualification, its correctness and truthfulness should be ascertained from the Department of Examination and the details about the identity card should be confirmed from the Department of Registration of Persons.
- 5.10 Whenever an enrolment is made, the ledgers maintained in Head Office must be updated.
- 5.11 When the personal details form is received, it should be sent to Senior Superintendent of Surveys (Computer) and departmental identity number should be obtained from him.
- 5.12 Actions must be taken to give the required basic training for newly recruited Survey Field Assistants at the Institute of Survey & Mapping.
- 5.13 A personal file must be opened up for newly recruited Survey Field Assistants and sent it to Provincial Surveyor General.

Conduct of Efficiency Bar / Promotional examinations

- 5.14 The circulars in respect of Annual Efficiency Bar and Promotional Examinations must be issued before 25th February of every year and actions must be taken with the Senior

Superintendent of Surveys (Examinations) to conduct and complete the examinations before 30th June.

- 5.15 Actions must be taken to get down the results of all the examinations before the due date from the Provincial Surveyor General and the Senior Superintendent of Surveys (Examinations).
- 5.16 After getting approval from the Surveyor General and entering in the relevant documents, all original sheets of examinations results must be securely filed and kept in a safer place for any future inspection at any time.
- 5.17 All examination results must be sent to Provincial Surveyor Generals for filing in the personal files and to inform the relevant officers.

Promotions

- 5.18 Actions must be taken at the beginning of every year to calculate the vacancies available in all the Classes / Grades, get approval to fill them and to appoint interview boards. Actions must also be taken separately to give promotions to classes as per P.A. circular No.6/2006 and to fill the vacancies in posts according to the service minute. The registers prepared under S.O.5.4 and S.O.5.6 above must be used for this purpose and in case of any problems, the required data must be taken from the personal files through the Provincial Surveyor General.
- 5.19 All the letters of promotion should be sent to relevant officers through the Provincial Surveyor General and the original of it should be sent to Provincial Surveyor General for filing in the personal file. At the same time the registers mentioned in S.O.5.4 and 5.6 must be updated.

Annual transfers

- 5.20 The circular on annual transfers must be issued during the month of June every year with all the dates and details, and with the approved number of Survey Field Assistants in every district. The Transfer Boards and the Appeal Boards must be appointed for the applications of transfers and appeals received and, the decisions on transfers and decisions on appeals by the Transfer Boards must be conveyed before 15th December.

Deferment of increments

- 5.21 Since the power of deferment of increments of Survey Field Assistants is with the Surveyor General, the recommendations by the Provincial Surveyor General with all the reasons for it must be forwarded to take a decision personally by the Surveyor General.

Disciplinary matters

- 5.22 The disciplinary orders such as retirements on disciplinary reasons must be personally ordered by the Surveyor General.

- 5.23 When disciplinary actions has to be taken on a Survey Field Assistant, the Provincial Surveyor General should inform the Survey Field Assistants Branch in the Surveyor General's office with relevant preliminary inquiry report and actions must be taken on it with the Disciplinary Branch in the Surveyor General's Office.

Leave for foreign travel

- 5.24 When a Survey Field Assistant had requested no pay leave for foreign travel, the Survey Field Assistants Branch in the Surveyor General's Office must take actions to get the approval for leave that can be given according to Establishment Code from the Secretary to the Ministry through the Surveyor general.
- 5.25 When leave with pay or without pay for foreign travel has been approved to a Survey Field Assistant, confirmations should be obtained from the relevant offices whether the Survey Field Assistant had actually travelled abroad and update the relevant registers also, if there are Survey Field Assistants who had not reported back for duties on the due date, confirmation should be obtained from Provincial Surveyor General that their service has been terminated.

Resignation from service

- 5.26 When there is a request from a Survey Field Assistant to resign from service on his own liking, actions must be taken to grant approval based on the recommendations of the relevant Supervising officers and the Establishment Code. Actions must be taken on the resignations of Survey Field Assistant under the chapter XIV of the **Procedural Rules**.

Vacation of post / Reinstatement

- 5.27 Requests for reinstatement by Survey Field Assistant who had served with vacation of post notices or interdicted or removed from service on other disciplinary reason must be submitted with recommendations with the relevant officers to the Disciplinary Authority / Appointment Authority. Survey Field Assistant should not be reinstated without getting the approval from the Disciplinary Authority. Actions should be taken on vacation of post / reinstatement of the Survey Field Assistant under the chapter XV of the **Procedural Rules**.

Release from Service

- 5.28 Action should be taken on the release of Survey Field Assistants from service under chapter XII of the **Procedural Rules**. When Survey Field Assistants gets appointments as Public Management Assistants or appointments to other posts, the Survey Field Assistants Branch in the Surveyor General's Office must take actions to get approval from the Surveyor General to release them. The personal files should then be forwarded to the new office and all the details must be noted in the relevant Ledger for future use. More care must be observed as the personal file will not be available anymore in the Survey Department.
- 5.29 In addition all dealings about the Survey Field Assistants with the line Ministry and other Departments or external Institutions should be carried out through the Survey Field Assistants Branch in Head Office.

Duties of Survey Field Assistants Section in Provincial Surveyor General's office

Maintenance of Personal Files

- 5.30 The general administrative officer of any Survey Field Assistant in any province is the Provincial Surveyor General and he should maintain the personal files of all the Survey Field Assistants in his province. All personal files must be maintained in hard board cover files. A detail list as shown in [annex 5](#) must be regularly maintained on the back of the front cover it. In addition keep a note on details of leave taken by Survey Field Assistant as shown in annex 9, up date them annually and as and when necessary. Actions must be taken to get down the personal files of the officers who came on transfer to the province and send the personal files of the officers went on transfer to other provinces without any delay.

Register of Survey Field Assistants

- 5.31 A register as described in 5.4 above should be maintained for the Survey Field Assistants in the province and in addition to the details on it, the Divisional Survey Office in which the Survey Field Assistant is working / the district from which he came on change of station / date and, the district he went on change of station etc. must be recorded. When a Survey Field Assistant who was working earlier returned back on change of station, it must be considered as a new change of station with cross reference to the previous page.
- 5.32 This should be updated whenever any changes such as coming in/going out of the province, going on pension, death, vacation of post, resignation, release to the other services and passing examinations etc. occurs, and to update the registers in Head Office every such changes must be conveyed to the Survey Field Assistants branch and the computer branch by sending copies of relevant letters.

Salary Increments

- 5.33 The relevant forms (Common 185, Survey 336, Service Assessment Report (specimen A)) must be sent before two months of the date of increment direct to the Divisional Survey Office in which he is working and keep an alert of it whether the completed salary increment reports are received back with necessary recommendations and approvals. When the salary increment is not recommended, the Provincial Surveyor General must personally take actions as in the Establishment Code and keep an alert on it. Since the power to differ an increment of a Survey Field Assistant lies with the Surveyor General, the Provincial Surveyor General must submit such recommendations with all the connected reasons, and the Provincial Surveyor General must execute all the other powers. It must be affirmed before paying the salary increment that the relevant efficiency bar has been passed, whether reached the maximum of the relevant salary scales, whether it can be paid according to the P.A.Circular 06/2006 or salary Circulars in force.

Promotions

- 5.34 All the letters of promotions received from the Surveyor General must be sent to the relevant officer through the Supervising Officers and its original copy must be filed in the personal file and relevant registers of records must be updated.

Annual Transfers

- 5.35 The applications for transfers received from the Survey Field Assistants and the compulsory transfer lists from the District Offices must be referred to the Surveyor General on the due dates mentioned in the circular on annual transfers. The transfer decisions received accordingly should be implemented. Whether the relevant field files and leave files are sent to and received from new offices must be ascertained.
- 5.36 In addition, the Provincial Surveyor General may assign the Survey Field Assistants to other service stations within his province for essential duties.
- 5.37 All the transfers that take place in the province should be conveyed to the Survey Field Assistants Branch in Head Office and the Computer Branch.

Retirement

- 5.38 The general rules for retirement of public officers are applicable to Survey Field Assistants and any Survey Field Assistant who had not got the approval in time for extension after 57th birth day should never be retained in the service. Provincial Surveyor Generals must take relevant actions to retire such Survey Field Assistants. Accordingly, actions must be taken to send the relevant forms to Survey Field Assistants and get them completed. Whatever possible attempts must be taken to pay the pension gratuity and send the pension file to Divisional Secretary on the day of retirement of the Survey Field Assistant.
- 5.39 Actions must be taken as in circulars (P.A.C.24/2007 – 2007-11-01 and 24/2007 (i) 2008-08-11) to allow the requests to take leave preparatory to retirement by all Survey Field Assistants who have received the orders of retirement or requests for extension of their service.
- 5.40 Any officer who continues to employ a Survey Field Assistant beyond his date of retirement fixed by the Provincial Surveyor General or employ beyond the date of extension approved by P.A.Circulars mentioned in 5.39 will be treated as having committed a serious offence. The salary paid to such Survey Field Assistant for the period of unauthorised employment is liable to be surcharged from the officer concerned. Further disciplinary actions may also be taken against such officer.

Resignation from service

- 5.41 Requests by Survey Field Assistants to resign from service must be submitted to the Surveyor General for approval. He cannot leave the service until the Surveyor General accepts the resignation and inform him and also, if he does not report for work without leave, he must be served with vacation of post notice.

Efficiency Bar/Promotional examinations

- 5.42 Appropriate actions should be taken to conduct the Annual Efficiency Bar Examinations and Promotional Examinations and to organize the related activities in the province. Actions must be taken to send the examination results to the Surveyor General before the due date.
- 5.43 When examination results received after Surveyor General's approval, it should be entered in the personal files and inform the officer concerned.

Disciplinary matters

- 5.44 When disciplinary action has to be taken against a Survey Field Assistant, the Provincial Surveyor General must inform the Survey Field Assistants Branch in Head Office with the relevant preliminary inquiry report. Subsequent actions must be taken based on Surveyor General's actions and instructions.

Leave for foreign travel

- 5.45 Request by a Survey Field Assistant for leave with pay / leave without pay, for foreign travel must be forwarded to the Surveyor General for approval with recommendation of the leave that can be granted under the Establishment Code.
- 5.46 When leave with pay or without pay for foreign travel has been approved to a Survey Field Assistant, get confirmations from the relevant offices whether the Survey Field Assistant had actually travelled abroad and update the relevant registers. Also, if there are Survey Field Assistants who had not reported back for duties on the due date, the Provincial Surveyor General must take actions to terminate their services.

Release from service

- 5.47 When a request is received to release the Survey Field Assistants to clerical or other posts, it must be submitted with the personal file to the Surveyor General for approval. All the details must be noted in the relevant registers for future use. More care must be observed as the personal files will not be available anymore in the Survey Department.

Payment of salaries

- 5.48 The Provincial Surveyor General should pay the salaries to all the Survey Field Assistants attached to his province. Salaries should not be paid to the Survey Field Assistants; who had not reported for work or issued with vacation of post notice or interdicted from service. If such payment is made, actions must be taken to recover it from the officer responsible. Next month salary should not be paid to officers who had not signed the pay sheets. It must be ensured that the Officer in charge of office had signed and certified all the pay sheets to the effect that the employees worked under his supervision during the month.

Payment of loans and recovery

- 5.49 The Survey Field Assistants attached to the province can apply for loans under the P.A.circulars for payment of loans to public servants. The payment of loans is from a

common pending register maintained and under the directions given in the relevant circulars and, the recoveries by installments. Most important thing is to take actions to convey the relevant details to the new place of work on a change of station and, to recover the loans on any terminations of employment with the personal attention and interest of the Provincial Surveyor General.

Vacation of post / Reinstatement

- 5.50 Actions must be taken under the chapter XIV of the Procedural Rules on the vacation of posts. Whenever vacation of post notice is served on a Survey Field Assistant, the payment of salary must be stopped and, inform the Surveyor General with a copy of it. Survey Field Assistants who are served with vacation of post notice or interdicted or removed from service on other disciplinary reasons, should not be reinstated until the receipt of approval from the Disciplinary Authority.
- 5.51 If a Survey Field Assistant who was on the order of vacation of post notice is sent for reinstatement, his personal file and salary details must be obtained from Provincial Surveyor General of the province he served earlier.

Duties of Survey Field Assistants Section in District Survey Office

Maintenance Register for Survey Field Assistants

- 5.52 A permanent register must be maintained for all the Survey Field Assistants working in the district as in annex 6 giving, the full name of every Survey Field Assistant, National Identity Card number, Departmental number, Registration number, Class/Grade, Retirement date and the date on which the service extension is given etc. as relevant to it columns and update separately for each Divisional Office. When a Survey Field Assistant who was working earlier came back on change of station, it must be considered as a new change of station and give reference to the old page. This register must also be maintained using a computer. A new register must be prepared annually and old registers must be securely kept for a minimum of 10 years.

Annual transfers

- 5.53 The applications for transfers received from the Survey Field Assistants and the compulsory transfer lists prepared according to Classes/Grades must be referred to the Surveyor General on the due dates mentioned in the circular on annual transfers. If for any special reasons a Survey Field Assistant should not be transferred, it must be clearly indicated in the transfer list. The transfer decisions received accordingly must be implemented. Whether the relevant field files and leave files are sent to and received from new offices must be ascertained.
- 5.54 The number of Survey Field Assistants that can be assigned to a Divisional S.O. must be planned based on the expected annual assignment of the number of Survey Field Assistants and the number of Surveyors to the district. After getting the circulars on change of station, conduct transfer boards relevant to the district and assign the Survey Field Assistants to Divisional S.O.s.
- 5.55 All the Survey Field Assistants who are coming on change of station first reports to the District S.O. and they must be referred without delay to the relevant work station

with a covering letter. A copy of this letter must be sent to the Survey Field Assistants Branch in S.G.'s office, Computer branch, Provincial, District, Divisional offices from which he came on change of station and to the Provincial Office.

- 5.56 Apart from this, the Senior Superintendent of Surveys (District / Cadastral Surveys) can assign Survey Field Assistants to specific work stations within the district for essential duties. These must always be minimized as it will affect the administrative functions in the Provincial Survey Office including payment of salaries and recoveries of loans.

Vacation of Post / Reinstatement

- 5.57 Actions must be taken under the chapter XIV of the **Procedural Rules** on the vacation of posts. When a Superintendent of Surveys request the issue of vacation of post notice on a Survey Field Assistant actions must be taken on it without delay. ([See annex 7](#)) When a vacation of post notice is issued on a Survey Field Assistant, inform the Provincial Surveyor General's office to stop the payment of salary and the Surveyor General's Office with a copy of it.
- 5.58 A Survey Field Assistant who is served with vacation of post notice or interdicted or removed from service on other disciplinary reasons should not be reinstated without getting the approval from the Disciplinary Authority.

Payment matters

- 5.59 All other payments other than the payment of salaries and loans to all the Survey Field Assistants in the district must be under the responsibility of the Senior Superintendent of Surveys in charge of the district. Actions must be taken for this under the authority issued by the Surveyor General annually under F.R.135. The Senior Superintendent of Surveys in charge of the district must satisfy that all the payments comply with the requirements of F.R. Chapter V. In order to avoid repeat payments, a register must be maintained with one page each for each Survey Field Assistant and the house rent.

Service assessment/confidential reports and recommendation of increments

- 5.60 A separate register must be maintained for the approval of salary increments to Survey Field Assistants which is divided in to 12 months with the Survey Field Assistants receiving increments in one month listed together. When the recommendation for the grant of increment received from Superintendent of Surveys, the date of receipt should be indicated against the name of the Survey Field Assistant and submit to Senior Superintendent of Surveys for approval. Actions must be taken to indicate his recommendation or approval and submit to the Provincial Surveyor General as soon as possible. The reports on the grant of increments which had not received for a particular month can easily be verified from a properly maintained register and actions should be taken to inquire and get them down. In cases where the increment is not recommended, actions must be taken according to the Establishment Code.

Conduct of Efficiency Bar / Promotional Examinations

- 5.61 Appropriate actions must be taken to conduct the Annual Efficiency Bar Examinations and Promotional Examinations and organize the related activities in the district. Actions must be taken to send the examination result to the Surveyor General before the due date.

Disciplinary matters

- 5.62 When disciplinary action has to be taken against a Survey Field Assistant, the Survey Field Assistants Branch in the Surveyor General's Office must be informed through the Provincial Surveyor General with the relevant preliminary inquiry report. Subsequent actions must be taken based on Surveyor General's actions and instructions.

Duties of Survey Field Assistants Section in Divisional Survey Office

General Administration

- 5.63 One Survey Overseer and a number of Survey Field Assistants proportional to the number of Surveyors assigned to it, will be assigned to every Divisional Survey Office. The administration and supervision of these Survey Field Assistants will be by the Superintendent of Surveys in charge of the Divisional Office.
- 5.64 The Superintendent of Surveys must see that the works relevant to Standing Order 5.65 to Standing Order 5.116 is attended through by the Administrative Assistant and the Office Overseer.

Maintenance of Field Personal Files

- 5.65 A separate Field File must be maintained by the Divisional Survey Office for all the Survey Field Assistants attached to it and keep them securely. The letters received and the office copies of the letters sent in respect of the Survey Field Assistants should be filed in this file. As mentioned in S.O. 5.30 and shown in [annex 5](#), the details relevant to S.O. 5.4 and S.O. 5.6 must be recorded on the first page of the back of the front cover of the file. Also, the details of leave taken by Survey Field Assistant must be recorded as in annex 9 and update annually and as and when necessary. If any of these details are not available in the existing Field File, they must be obtained from the Provincial Surveyor General and update them. The Superintendent of Surveys must inspect the files in every three months and see that they are updated and initialed them. Actions must be taken without any delay to get down the Field Files of the people who came on transfer and, to send the Field File of the people who went out on transfer.

Maintenance of Registers for Survey Field Assistants

- 5.66 A permanent register must be maintained for all the Survey Field Assistants assigned to the office and working, as indicated in S.O. 5.30 indicating the details such as, the full name of every Survey Field Assistant, National Identity Card number, Departmental number, Registration number, Class/Grade, Date of appointment of Survey Field Assistant, Date of increment, Date of promotion, Date of Retirement and the date on which the service extension is given etc. in the relevant columns and keep

them updated. When a Survey Field Assistant working earlier came back on change of station, it must be considered as a new change of station and give reference to the earlier page. This register must also be maintained using a computer. A new register must be prepared annually and old registers must be securely kept for a minimum of 10 years.

Maintenance of Annual Increments and Records Sheet

5.67 All the Annual Increment and Records Sheets maintained for Survey Field Assistants in respect of the previous year should be brought up-to-date in January and annexed to the January Pay List by the employer concerned. At the same time, a new form should be taken up for the current year and the required details must be entered therein.

5.68 Following additional details should also be included in the Annual Increment and Records Sheet. When these details are not available with the employer, it should be obtained from the relevant officer or from the Provincial Surveyor General.

From the Survey Field Assistant,

- (1) Private address of the employee
- (2) Name of a person to contact in an emergency, address, telephone number

From the Provincial Surveyor General,

- (3) Date of first appointment
- (4) Date of promotion to Class II (Semi-skilled Grade)
- (5) Date of appointment to Class I (Skilled Grade)
- (6) Date of increment

5.69 The details entered in the Annual Increment and Record Sheet must be certified by the Employer / Superintendent of Surveys at the following instances,

- (1) At the end of every month
- (2) When granting of an increment is approved
- (3) When Survey Field Assistant changes station
- (4) When Superintendent of Surveys changes station
- (5) Termination of employment
- (6) End of every calendar year

5.70 When the Annual Increment and Record Sheet is sent at the end of the year, the following columns should be filled,

- (1) Name of employer:
- (2) Reason for last service break:
- (3) Date of employment:
- (4) Running total of net service (as on 31st December):
- (5) Period of no pay / half pay leave:
- (6) Number days on no pay / half pay leave:
- (7) Whether on half pay or no pay:
- (8) Employer's initials and date:

Service Assessment, Confidential Reports and Recommendation of Increments

- 5.71 A separate register must be maintained for the approval of salary increments to Survey Field Assistants which should be divided in to 12 months with the Survey Field Assistants (Ignore Class / Grades) receiving increments in one month listed together. The dates of receipt of relevant forms and the dates on which it was completed and sent to Provincial Surveyor General should be indicated on it.
- 5.72 The first part of the Service Assessment Report (**Form 'J'**) for service assessment of Survey Field Assistant is to be filled by the Survey Field Assistant and the Surveyor to whom he is assigned will evaluate and the Superintendent of Surveys should do the **quantification**. The service assessment of Survey Field Assistants should be done by a staff officer and when he is not working under a Surveyor, it should be done by the Superintendent of Surveys and the Senior Superintendent of Surveys.
- 5.73 The first part of the salary increment report (Survey 336) for Survey Field Assistants is to be filled by the Survey Field Assistant and submit to Superintendent of Surveys with recommendations from Survey Overseer (Survey Field Assistant- Class I Grade I)
- 5.74 When the completed two types of forms mentioned above are received, the Superintendent of Surveys should carefully study the details in the record sheets of the Survey Field Assistant and enter his recommendation. The details of recommendation given should also be entered in the Annual Increment and Record sheet.
- 5.75 The number of salary increment reports forms not received for a particular month can easily be identified from a properly maintained register. If the relevant forms had not been received from the Provincial Office, actions can be taken to get them down by giving a telephone call and the Superintendent of Surveys himself can prepare the fresh forms for these, and submit for approval by the Senior Superintendent of Surveys.
- 5.76 A Survey Field Assistant qualifies for an increment on completion of twelve calendar months net service, according to Section 10.9 of Chapter YII of the Establishment Code, since his last increment, provided that his work, conduct, character and attendance are satisfactory and he has passed the relevant efficiency bar examinations.
- 5.77 Actions must be taken to send the recommendations before 30 days, so that the salary increase can be paid on the due date to all the Survey Field Assistants.
- 5.78 Increment value of leave periods shall be determined by the following rules,
(1) Any period of leave with full pay or half pay will count for the increment
(2) Any periods of leave without pay will count for the increment if it is less than six months in any one increment period.
- 5.79 Periods of leave with or without pay necessitated by illness covered by duly authorized Medical Certificates should not operate either to stop or defer the increment of a Survey Field Assistant, provided that his record prior to the absence was satisfactory.
- 5.80 It should be noted that leave with or without pay granted subject to S.O. 5.78 will be reckoned as "net service" referred to in S.O. 5.76 above.

- 5.81 The submission of annual salary increment reports of Survey Field Assistants to Provincial Surveyor General should not be delayed for the reasons such as unsatisfactory conduct, inefficiency, poor attendance or on account of no pay leave.
- 5.82 If a Survey Field Assistant is transferred from one employer to another during one incremental period, the last employer who initiates action to pay the increment should be guided by the information appearing on the Annual Increment and Record Sheet (S 343) as regards the Survey Field Assistant's previous service (viz. Efficiency, conduct, attendance etc.)

Assignment of Survey Field Assistants to a Surveyor

- 5.83 The team of Survey Field Assistants assigned to a Government Surveyor for general survey works should be limited to 5. The teams of Survey Field Assistants will be as follows.
- (a) A Surveyor will be assigned with a permanent team of Survey Field Assistants consisting 5 Survey Field Assistants as follows
- | | | |
|--------------------------------------|--------------------|-----|
| Chief Survey Field Assistant | (Class I Grade II) | - 1 |
| Semi skilled Survey Field Assistants | (Class II) | - 1 |
| Unskilled Survey Field Assistants | (Class III) | - 3 |
- 5.84 After these assignments, the remaining Survey Field Assistants will be kept at the Divisional Survey Office as a pool.
- 5.85 When there is a request from a Government Surveyor to have more than 5 Survey Field Assistants for some special survey work, additional Survey Field Assistants should be assigned only if it is acceptable, after verification.
- 5.86 When there is request from a Government Surveyor for a Survey Field Assistant in place of a Survey Field Assistant who had requested for leave, every effort must be taken to assign one from the pool of the Survey Field Assistants.

Maintenance of Attendance Registers

- 5.87 An attendance Register should be maintained in all the Divisional Survey Offices and the Survey Field Assistants the attached to it including all the officers must sign their attendance and departures with their Departmental Number. Closing the book at 7.30 A.M. and 8.00 A.M. should be by the Overseer and closing at 8.30 and 9.00 by the Superintendent of Surveys. When the officers who close the book are out on leave or on field duties, the next most senior officer must attend to it. In addition an attendance register must be maintained under general office rules.
- 5.88 A permanent schedule indicating the Departmental number, name and specimen signature of all the officers must be maintained on the first page of the Attendance Register.
- 5.89 A check Roll should be maintained by the Survey Overseer as shown below for all the Survey Field Assistants attached to Divisional Survey Office including their Service number, Class/Grade short title. This should be updated by using the check roll details submitted at the end of the month by Government Surveyors to the Superintendent of

Surveys in charge of the Divisional Survey Office regarding the details of field work done during this period by the Survey Field Assistants assigned to them. If the Survey Field Assistants who had been requested to report to the Government Surveyor had not been reported or if they have not requested for leave, disciplinary actions should be taken against them.

Reported	1,2,3,4,5,6,7.....
Not reported	O
Leave	X
Leave casual	XI
Leave/Sick/Vacation	XI (In red)
Leave half pay	X ½
Leave no pay	XO
Government holidays	I (In red)
Lieu leave	I LL (In red)

From among the numbers marked as “reported” above, “1” is for the Survey Field Assistants reported to the Divisional S.O. and the other numbers 2,3 ...etc., are for the Survey Field Assistants assigned for respective Government Surveyors.

- 5.90 Holidays and Saturdays/Sundays should be marked as ‘H’, ‘Sat’, ‘Sun’ respectively in red under the dates in each case.
- 5.91 The Survey Field Assistants who are away on sick but have not submitted medical certificates should be marked ‘O’. On receipt of medical certificates the employer should convert the entry ‘O’ to ‘X’ if admissible in red and make a foot note to the effect and authenticate same.
- 5.92 Completed Check Roll should be retained for future reference for 10 years, after which they may be destroyed.

Promotional / Efficiency Bar Examinations

- 5.93 Actions must be organized to conduct the Annual Promotional / Efficiency Bar Examinations for the Survey Field Assistants on due dates.
- 5.94 When Surveyor General approve and sends the results of an examination passed by a Survey Field Assistant, it should be given to him and be included in the Field File and also enter in the Annual Increment and Record sheet.
- 5.95 No employee in field or in office should be given promotions without the permission from the Surveyor General.

Approval of leave

- 5.96 The leave to a Survey Field Assistant should be approved by the Superintendent of Surveys considering the recommendation given by the Surveyor to whom he is assigned.
- 5.97 A new leave register should be taken up for every year and the days marked as not present in the check roll and the holidays should be entered there. The leave details

should be sent to Provincial Surveyor General at the end of the year to include in the personal file.

No pay leave

- 5.98 When a Survey Field Assistant exhausts his annual leave, half pay or no pay leave can be approved under the directions given in the Establishment Code. Also, actions can be taken to place the relevant officer on no pay leave on disciplinary grounds and when he fails to submit valid medical certificates. Only a maximum of 14 days time can be given to submit the medical certificates after reporting for work.
- 5.99 When no pay leave is approved as mentioned in 5.98 above, the Provincial Surveyor General should be informed at the same time to recover it from the next salary.

Leave for foreign travel, release from service, resignation

- 5.100 When requests such as leave with pay or without pay for foreign travel, release from service, resignation from service etc., are received, a copy of it should always be filed in the field file and the original must be forwarded to the relevant authority, also once the approval is received, a copy should be filed in the field file and the original should be handed over to the Survey Field Assistant.

Annual Transfer

- 5.101 The applications submitted by Survey Field Assistants in pursue of annual circular on change of stations should be submitted to District S.O. with recommendations. The decisions of change of stations received thereafter should be implemented.
- 5.102 When transferring a Survey Field Assistant from one District to another District, a covering letter giving reference to relevant circular or to the letter giving the order of transfer, addressed to Senior Superintendent of Surveys in charge of the new district must be issued and release him with instructions to report direct to the Senior Superintendent of Surveys in charge of the new district. Copies of this letter should be sent to his Senior Superintendent of Surveys in charge of the District and to his own and the new Provincial Surveyor General.
- 5.103 When transferring a Survey Field Assistant within his own District, a covering letter giving reference to the letter giving the order of transfer addressed to Superintendent of Surveys in charge of Divisional Office should be issued and release him with instructions to report direct to the new Divisional Survey Office. Copies of this letter should be sent to his Senior Superintendent of Surveys in charge of the District and to his Provincial Surveyor General.
- 5.104 When a Survey Field Assistant is transferred within the District, the Superintendent of Surveys in charge of the Divisional Survey Office will fill in the Annual Increment and Record Sheet up to the date of transfer and send the Field File with a covering letter to the Superintendent of Surveys in charge of new Divisional Office under registered post and informed the Deputy Surveyor General through the Senior Superintendent of Surveys. The Senior Superintendent of Surveys should inform the Surveyor General about this transfer. The Senior Superintendent of Surveys and the Provincial Surveyor General will make cross entries in the relevant documents.

- 5.105 When a Survey Field Assistant is transferred from one district to another district, the employer should fill up the Annual Increment and Record Sheet up to the date of transfer and send it along with the field file of the Survey Field Assistant under registered post to the Senior Superintendent of surveys with a covering letter. When the transfer is within the district, this should be sent to the relevant Divisional Survey Office. Similarly, when came on change of station, actions should be taken to get down the relevant Field files.
- 5.106 The Superintendent of Surveys in charge of new Divisional Survey Office should report back to the Senior Superintendent of Surveys, the date on which the Survey Field Assistant reported to him and allow the Survey Field Assistant to sign the attendance register from that date. A letter should be sent to his Senior Superintendent of Surveys in charge of the District, requesting Record Sheets and Field File of the Survey Field Assistant. Copies of this should be sent to the Divisional Survey Office and the District Survey Office from where this Survey Field Assistant came on transfer.

Vacation of Post

- 5.107 When a Survey Field Assistant is absent without intimation, vacation of post notice should be issued by the Senior Superintendent of Surveys based on recommendations from the Superintendent of Surveys in charge of the Divisional Survey Office.
- 5.108 The Superintendent of Surveys in charge of the Divisional Survey Office under whom the Survey Field Assistants works should report in details to the Senior Superintendent of Surveys regarding the Survey Field Assistants absence from work without obtaining leave. (After 5 days) At the same time, the Provincial Surveyor General should also be informed directly to temporarily suspend the payment of salary to the Survey Field Assistant.
- 5.109 On receipt of the report mentioned in S.O. 5.108, the Senior Superintendent of Surveys if he feels appropriate that the vacation of post notice should be issued, should take action terms of Chapter 5, Para 7 of the Establishment Code, ([see annex 7](#)) When the copy of this notice is received by the Provincial Surveyor General, the payment of salary should be stopped forthwith.
- 5.110 The vacation of post notice should be sent under registered post to the Survey Field Assistant. Copies of vacation of post notice should be sent to the relevant Provincial Surveyor General in charge of Province, relevant Superintendent of Surveys in charge of the Divisional Survey Office and the Surveyor General.
- 5.111 If after reporting under S.O. 5.108 above, if the Survey Field Assistant returns to work before the vacation of notice is issued, it should be confirmed from the Senior Superintendent of Surveys and allow him to resume work. However, he should be issued with a warning letter for not reporting for work without leave and keep it in the personal file.
- 5.112 A Survey Field Assistant who had been issued with a vacation of post notice should not be allowed to report for work. If comes to report for work, he should be instructed to forward an appeal direct to the Surveyor General and should not accept any letters. The Surveyor General will take a decision on reinstatement.

- 5.113 If a Survey Field Assistant who was under vacation of post notice has been sent for reinstatement, his Field File should be obtained from the Provincial Surveyor General of the province in which he served earlier.

Disciplinary Matters

- 5.114 When disciplinary action has to be taken against a Survey Field Assistant, a preliminary inquiry should be conducted and inform the Survey Field Assistants Branch in the Surveyor General Office through the Senior Superintendent of Surveys and the Provincial Surveyor General with the relevant preliminary inquiry report. Subsequent actions must be taken based on Surveyor General's actions and instructions.

Payments Matters

- 5.115 The applications for Travelling Expenses, House Rents, Incentive allowances etc. in respect of Survey Field Assistants attached and working in the Divisional Survey office should be recommended and send to the Senior Superintendent of Surveys in charge of the District, if personally satisfied that the services actually performed and payments has to be made and, agrees and correct with the relevant F.R. and circulars. Actions must be taken for this under the authority issued by the Surveyor General annually under F.R.135. In order to avoid repeat payments, a register has to be maintained with one page each for every Survey Field Assistant and the House Rents. These details should be reported according to Administrative Circular 3/2007.

Payment of salaries

- 5.116 The Superintendent of Surveys should certify the pay sheets of all Survey Field Assistants attached and working in the Divisional S.O. to the effect that all the Survey Field Assistants in the pay sheets are under his supervision and that, they all have signed the pay sheets. If for some reasons, the names of Survey Field Assistants not working under his supervision are included in the pay sheets, it should be indicated when pay sheets are returned to Provincial Surveyor General and these Survey Field Assistants should be allowed to sign the pay sheets when they come with a letter from their Supervising Officer. This letter should also be annexed and sent along with the pay sheets.

Administration of Survey Field Assistants by Government Surveyors

Duty allocation

- 5.117 A team of 5 Survey Field Assistants is assign to a Government Surveyor and they should be suitably employed in duties. If they do not attend to the assigned duties or if they act in undisciplined manner during duty time, it should be reported at once in writing to the Superintendent of Surveys. The Survey Field Assistants should be instructed to report at the Divisional Survey Office on the days to provide work is difficult.

Requests for additional Survey Field Assistants

- 5.118 If a Government Surveyor needs more than 5 Survey Field Assistants for some special survey work, additional Survey Field Assistants should be obtained from the Superintendent of Surveys by making a written request explaining the need.
- 5.119 Government Surveyor can obtain a Survey Field Assistant by informing that a Survey Field Assistant assigned to him had requested for leave.

Maintenance of attendance records

- 5.120 Government Surveyor should maintain a Check Roll in duplicate using the indices indicated in 5.89. He / She should submit the original copy of it to the Superintendent of Surveys in charge of the Divisional Survey Office at the end of every month. However, the Government Surveyors should notify the Superintendent of Surveys in charge of the Divisional Survey Office about the Survey Field Assistants who are not reporting for work for long durations without taking leave.

Granting of Leave

- 5.121 Survey Field Assistants should submit their leave applications through the respective G.S. and the Government Surveyor should indicate his recommendation clearly on it.

Service Assessment of Survey Field Assistants

- 5.122 When a Survey Field Assistant submitted his completed Service Assessment Forms, his service assessment should be evaluated with him and notify the Survey Field Assistant, and handover to Superintendent of Surveys for standardization.

Maintenance of a Register for personal details

- 5.123 As indicated in S.O. 5.68 (2) above, the Employer/Surveyor should keep a record of private addresses of all the Survey Field Assistants under him, their next of kin and the telephone numbers and also, the signature of the Survey Field Assistant must be obtained on this register. These details should also be taken when going to field.

Recommendations for Applications of Travelling Claims

- 5.124 All Government Surveyors should examine the applications of travelling claims submitted by the Survey Field Assistants working under them, give a certificate to the effect that they actually worked on these days and completed reasonable amount of work and, submit to the Superintendent of Surveys in charge of the Divisional Survey Office.

Survey Field Assistants should be careful for

Supply required information to maintain Personal Files

- 5.125 When joining the service, the medical certificate and other forms duly filled should be submitted. The documents connected to Widows and Orphan Pension Scheme should

be submitted and actions should be taken to maintain the card for Widows and Orphan Pension Scheme properly.

- 5.126 The Survey Field Assistants should keep in mind that the pension benefits will not be made available and loose benefits such as their period of service at the end, if they change the name or, change the order of the name or, change the letters in their name, without informing the Provincial Surveyor General. They should use the correct service number in all cases of official correspondence.
- 5.127 In cases of marriage and child births, the Director General of Pension should be informed through Provincial Surveyor General with General Forms 224, 224(A), 87, 87(A) and when there are important changes such as change of address, changes in the contents of personal identify card etc., the Provincial Surveyor General should be informed through the Supervising Officer without delay.

Assessment of Service Efficiency

- 5.128 The Survey Field Assistants should complete the assessment of service efficiency forms one month before the date of his increment and make arrangement to get the service assessment with himself by the Surveyor to whom he is assigned or by a Surveyor nominated by the Superintendent of Surveys.

Confidential Reports

- 5.129 The Survey Field Assistants should complete the Confidential Report Form one month before the date of his increment and submit without delay to the Survey Overseer (Field Survey Assistant Class I Grade I) in the office to which he is assigned.

Leave

- 5.130 Survey Field Assistants assigned to a Government Surveyor should submit their leave applications through the Government Surveyor and should take actions according to the limitation of leave in the Establishment Code.

Retirement

- 5.131 The retirement will be determined as follows (As per public Service Commission Circular no 02/2012)
- i. If any officer intends to be employed in service beyond 57 years of age, the officer concerned will be allowed to remain in service up to the age of compulsory retirement, without applying for an extension of service.
 - ii. The officer concerned will be granted the right to retire at his discretion, by giving three (03) months notice between the period 55-60 years of age.
 - iii. If the Appointing Authority is of the view that the efficiency and the performance of the officer concerned is not satisfactory, the power to retire such officer beyond 57 years of age, after giving him six (06) months notice and providing him an opportunity to appeal during that period, will be vested in the Appointing Authority.

Note:- any amendment made for Public Service Commission circular No. 02/2012 may change the methodology of determination of retirement.

5.132 In order to complete the relevant works without delay and to ease the difficulties faced by Survey Field Assistants because of long delays in sorting out the retirement benefits, it is essential that officers must reply without delay for all submissions received from the Provincial Surveyor General with regards to retirements.

Resignation from service

5.133 If a Survey Field Assistant wishes to resign from service on his own willing after giving one month notice, a written request should be sent to Surveyor General through the Supervising Officer and the Surveyor General after due consideration will allow him to resign from service. The Supervising Officer should be held responsible for taking over the government stores issued to him before the resignation from service.

Salaries and other payments

5.134 The details about the bank to which the salary and other payments are to be sent should be given to District Survey Office and all the payments sent to it will be considered as been taken over by the officer concerned. Pay sheets should be signed every month. Officers who had not signed the pay sheet will not be paid next month salary.

5.135 The travelling claims and combined allowance applications for travelling on field duties should be sent to District S.O. through Superintendent of Surveys after getting recommendation from the Surveyor to whom they are assigned for duties.

Standard duties

5.136 Duties of different Classes / Grades of Survey Field Assistants are indicated in [annex 8](#).

ANNEX 1chapter VI

S.O. 5.1

The Gazette of the Democratic Socialist Republic of Sri Lanka
No. 692/14 – Wednesday, December 11, 1991

Government Notifications**Minute of the Sri Lanka Manum Sahayake Service**

The Minister of Lands, Irrigation and Mahaweli Development has been pleased to order the publication of the following Minute of the Sri Lanka Manum Sahayake Service.

A.A.Wijethunga,
Secretary,
Ministry of Lands, Irrigation and Mahaweli Development.

Ministry of Lands, Irrigation and Mahaweli Development,
No. 500, T.B.Jaya Mawatha,
Colombo 10.
28th August, 1991

Minute of the Sri Lanka Manum Sahayake Service

1. This minute will come in to force from 1st February, 1991.
2. The Sri Lanka Manum Sahayake Service shall consist of public officers appointed to any of the classes and grades as enumerated below for service in the Departments listed in schedule 'A'.

Class / Grade	Salary scale per annum
Class I Grade I	Rs.19,680 – 9 x 480 – 8 x 600 - 28,800
Class I Grade II	Rs.17,780 – 14 x 480 – 6 x 600 - 27,000
Class II	Rs. 16,080 – 10 x 360 – 8 x 480 - 23,520
Class III	Rs. 15,000 – 20 x 360 - 22,200

Efficiency bar before proceeding beyond salary point Rs. 17,880 in Class II

No. of posts	Survey Dept.	Land Commissioners Dept.	Railway Dept.	Total
Class I Grade I	23	01	06	30
Class I Grade II	901	02	07	910
Class II	1984	07	14	2005
Class III	<u>4464</u>	<u>17</u>	<u>17</u>	<u>4698</u>
Grand total	7572	27	44	7643

- 2.1 The Minister in charge of the subject of the Survey department may add any other departments to schedule “A” in consultation with the Minister within whose purview such departments function.
- 2.2 Cadres indicated above are liable to be altered according to the needs of the State.
- 2.3 Salary scales indicated above are those based on Public Administration circular 387. Whenever the provisions of such salary scales are amended the salary scales indicated in this minute too should be amended suitably.
- 3.1 The Surveyor General shall be responsible for the management of the Sri Lanka Manum Sahayake Service.
- 3.2 This service shall consist of the staff either absorbed in to it from the service of the departments listed in schedule ‘A’ or recruited in to it.
- 3.3 Transfers within the department will be handled by the relevant Head of the Department while inter-departmental transfers will be effected by the Surveyor General with the concurrence of the relevant Head of the Department.
4. Recruitments,
 - 4.1 Minimum requirements for recruitment shall be :
 - (a) Citizenship : Sri Lankan
 - (b) Educational qualification : G.C.E. (O/L) not more than 2 sitting
 - (c) Age : Not below 18 years and not above 30 years
 - 4.2 Vacancies in Class III shall be filled by recruitment based on procedures approved by the government from time to time.
 - 4.3 The persons recruited under para 4.1 shall serve a probationary period of 3 years. Persons who satisfactorily complete the period of 3 years probation will be confirmed in their posts. Services of those who fail to satisfactorily complete the period of probation will be terminated.
5. Promotions.
 - 5.1.1 The Surveyor General will conduct the following examinations for promotions in this service.
First Examination – For promotion from Class III to Class II
Second Examination – Efficiency Bar Examination to proceed beyond salary point Rs.17,800.
Third Examination – For promotion from Class II to Class I Grade II
 - 5.1.2 The Surveyor General shall prepare scheme of examinations and scheme of syllabuses for these examinations.
 - 5.2 Vacancies in Class II shall be filled from among those who are confirmed in posts in Class III, whose service has been satisfactory and who have passed the first examination referred to in para 5.1.1.

- 5.3 Vacancies in Class I Grade II shall be filled from those in class II whose service has been satisfactory and who have passed the first examination referred to in para 5.1.1.
- 5.4 Vacancies in Class I Grade I shall be filled from among those in Class I grade II whose service has been excellent.
- 6 Candidates for recruitment to the Sri Lanka Manum Sahayake Service should be in good health, possess good eye sight and be fit for service in every respect. They should submit themselves for a medical examination to consider fitness for service for any part of the island.
7. Absorption of those who are already in service.
- 7.1 The staff who are already serving in the departments listed in schedule 'A' in the capacities given here shall absorb as follows,
(i). Field Prospectors and Survey Overseers to Class I Grade I
(ii) Head Survey Labourers to Class I Grade II
(iii) Field Survey Labourers to Class III
(iv) Camp and Wadiya Labourers to Class III
8. The Surveyor General shall maintain a seniority list indicating the relative seniority of staff in this service
9. Any matter that had not been dealt within this minute shall be determined by the Secretary of the Ministry within which the Survey Department functions.
Schedule "A"
1. Survey Department
2. Land Commissioners Department
3. Railways department.

Annex 2 CHAPTER VI

S.O. 5.4, 18, 19, 31, 65

Register of Survey Field Assistants

Page 1				
1	2	3	4	5
Identification numbers			Details of birth	
Departmental number	Service number	National Identity card number	Full Name	Date of birth

Page 2						
6	7	8	9	10	11	12
Details of service		Details of Examinations and Promotions				
Date joining the service	Marks received at enrolment examination	Date of retirement	Date language proficiency received	Date of passing first examination	Marks received at first examination	Date appointed to Class II

Page 3						
	13	14	15	16	17	18
	Details of Examinations and Promotions					
Departmental number	Date of passing second examination	Marks received at second examination	Date appointed to Class I	Date passing third examination	Marks received at third examination	Date promoted to Special grade

Page 4					
19	20	21	22	23	24
Details of service extension			Termination of service		Remarks
Date of approval of first extension	Date of approval of second extension	Date of approval of third extension	Date service terminated	Manner of service termination	

Annex 3 CHAPTER VI

S.O 5.5

Seniority list of Survey Field Assistants – Class III

1	2	3	4	5	6
Seniority number	Departmental number	Full name	Date joining the service	Marks obtained at Enrolment Examination	Date appointed to Class II

Seniority list of Survey Field Assistants – Class II

1	2	3	4	5	6	7	8
Seniority number	Departmental number	Full name	Date language proficiency received	Date of passing first examination	Marks obtained at first examination	Date appointed to Class II	Date appointed to Class I

Seniority list of Survey Field Assistants – Class I

1	2	3	4	5	6	7
Seniority number	Departmental number	Full name	Date passing second examination	Marks obtained at second examination	Date appointed To Class I	Date Appointed To Special Class

Seniority list of Survey Field Assistants – Special Class

1	2	3	4	5	6
Seniority number	Departmental number	Full Name	Date passing the third examination	Marks obtained at third examination	Date appointed to Special Grade

Annex 4 CHAPTER VI

S.O 5.6, 18, 19, 65

Register of Service Stations of Survey Field Assistants

Full name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Service station 1	Service station 2	Service station 3	Service station 4	Service station 5	Service station 6
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	Service station 7	Service station 8	Service station 9	Service station 10	Service station 11	Service station 12
Departmental number	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18
	Service station 13	Service station 14	Service station 15	Service station 16	Service station 17	Service station 18
	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24
	Service station 19	Service station 20	Service station 21	Service station 22	Service station 23	Service station 24
	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
	Service station 25	Service station 26	Service station 27	Service station 28	Service station 29	Service station 30
	Year 31	Year 32	Year 33	Year 34	Year 35	Year 36
	Service station 31	Service station 32	Service station 33	Service station 34	Service station 35	Service station 36
	Year 37	Year 38	Year 39	Year 40	Year 41	Year 42
	Service station 37	Service station 38	Service station 39	Service station 40	Service station 41	Service station 42

Annex 5 CHAPTER VI

S.O 5.30, 65

Details of Survey Field Assistants

		Relevant page number in the file
1	Departmental number	
2	Service number	
3	National Identity Card number	
4	Full Name	
5	Date of Birth	
6	Date joining the service	
7	Marks received at Enrolment examination	
8	Due date of retirement	
9	Date Language Proficiency received	
10	Date of passing First Examination	
11	Marks received at First Examination	
12	Date of appointment to Class II	
13	Date of passing second Examination	
14	Marks received at second Examination	
15	Date of appointment to Class I	
16	Date of passing third Examination	
17	Marks received at third Examination	
18	Date of appointment to Special Grade	
19	Date of approval of first service extension	
20	Date of approval of second service extension	
21	Date of approval of third service extension	
22	Date of termination of service	
23	Manner of termination of service	
24		

Annex 6 CHAPTER VI

S.O 5.52

Register of Survey Field Assistants

Page 1				
1	2	3	4	5
Identification numbers			Details of Birth	
Departmental number	Service number	National Identity Card number	Full name	Date of birth

Page 2				
6	7	8	9	10
Details of Service Stations				Remarks
Came on change of station from		Date came on change of station	District to which changed station	
District	Divisional S.O.			

Annex 7 CHAPTER VI

S.O. 5.57, 109

Vacation of Post – Specimen letter
Section No.12, Chapter XV of Procedural Rules

Registered Post

Office Address
.....
Date
.....

Reference No.
Mr.
Survey Field Assistant
(Private address)
.....

(This address should be able to confirm in a court of law. It should be a one given by him)

Vacation of Post

You were holding a Survey Field Assistants Class Grade post in the Survey Department and you have not reported for duty from (date) without a proper approval of leave.

2. Therefore, this is to inform you that you are considered to have vacated the post in terms of clause 172, in Section I of the Procedural Code of the Public Service Commission.
3. You should take actions to settle all the advances and loans taken by you before (date). If you fail to do so, legal actions would be taken to recover them.
4. Also, actions should be taken to return all the government property, letters, documents, keys, computer passwords in your charge and official Identity card etc. before (date). If you fail to do so, legal actions would be taken to recover them.
5. On account of this vacation of post, you will loose the right of getting appointed to a government post again, and loose the right to get a pension or an allowance under the Pension Minutes.

Signature
Name
Designation

- Copies
1. Surveyor general
 2. Provincial Surveyor general
 3. Auditor General

Annex 8 CHAPTER VI

S.O 5.138

Duty Lists
Duties of Chief of Survey Field Assistants

01. Organizing and carrying out the work as directed his Surveyor.
02. Assigning daily work to all Survey Field Assistants in his team and properly supervising them.
03. Keeping daily records of the work done by the team and submit to the employer at the end of every week. The Surveyor will submit this to the Superintendent of Surveys at the end of every month with his observations.
04. Keeping diagrams for clearing / working methodically and submitting to the employer regularly.
05. Setting out lines and perpendiculars by the chain survey method, ensure straightness in clearing and getting the maximum clearing done his team mates.
06. To assist the Surveyor in reading chain lengths and offsets and collection of tenementary information on lands.
07. To organize clearing, picketing, reopening (boundaries), setting out (boundaries), land marking etc. when the Surveyor in not in the field.
08. To train his team mates in the use of different Survey accessories like, poles, plump lines, chain and instrument transporting and setting out etc..
09. To ensure that the chain /steel tape is cleaned and / or oiled regularly.
10. To maintain the tools such as catties, crowbars etc., sharp and rust free.
11. Maintaining a check roll copy of all members of the team.
12. To obtain leave applications from the Survey Field Assistants in the team before the leave is availed of, recommending and submitting to the employer and also, to convey to the Survey Field Assistants about the decision of the Superintendent of Surveys whether the leave has been granted.
13. To look in to the welfare of the team mates, to bring to the notice of his employer the grievance of the other Survey Field Assistants
14. To certify dates and times appearing in the travelling claims of Survey Field Assistants in his team.

Duties of Survey Field Assistants

01. Carrying out the work as directed by Chief of Survey Field Assistants, Surveyor and other Senior Officers,
02. To get trained in the handling of different survey accessories like, pole, chain, plump bob and instrument and be readiness to take over any Field Survey Assistant's job like transporting and setting up instrument, chaining etc. in the field when the Surveyor goes to field for surveying.
03. If clearing is involved to clear spot height lines in straight lines and to clear at least 100 metres (heavy clearing) a day.
04. If landmarking is involved, every Survey Field Assistant to carry 5 landmarks for 2 km (10 landmarks / km) and bury them.
05. To construct cement pickets, concrete landmarks, bench marks whenever necessary.
06. To maintain the Government stores, tools, etc. in the Wadiya and the personnel items like mosquito nets, shoes, blankets, cups, plates etc. issued individually, in good condition.
07. To look after the camp.
08. To carry Survey Equipment to and from work sites.
09. When leave is required to apply to the employer through the chief of Survey Field Assistant well in time and ensure that the leave is approved before availing of the leave. If unable to resume duties on the due date, to inform the Supdt. of Surveys through a special messenger or by a reply paid telegram or by registered letter by the last day of the leave, giving the number of days extension required. If sick the medical certificate should be sent under Registered Post. Immediately he resumes duties a leave application should be submitted for the extension required.
10. The Survey Field Assistants who want to work from their homes should inform their intention to their employer well in time. These Survey Field Assistants are only entitled for 14 days sick leave and will not be entitled for any welfare stores.

CHAPTER VI
OFFICE SYSTEM AND CORRESPONDENCE

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CHAPTER VI **OFFICE SYSTEM AND CORRESPONDENCE**

General (CHAPTER VI)

- 6.1 Most of the office system adopted within the Survey Department is peculiar to it. Hence it is better to have a good understanding of it by both permanent and combined services staff.
- 6.2 As an organization the department could be treated as consisting of following three major components.
- (I) Surveyor General's Office
 - (II) Field
 - (III) Institute of Surveying & Mapping (ISM) – Diyatalawa
- 6.3 Following groups of personnel are employed within the department in various activities
- (I) Sri Lanka Surveyors' Service
 - (II) Sri Lanka Administrative Service
 - (III) Sri Lanka Accountants' Service
 - (IV) Sri Lanka Information Technological Service
 - (V) Sri Lanka Technological Service
 - (VI) Public Management Assistants' service
 - (VII) Other Combined services (Translators, Drivers, KKS, Watchers)
 - (VIII) Services Limited to the Survey Department

Sri Lanka Surveyors' Service

- 6.4 Following grades of the Sri Lanka Surveyors' Service are a part of the permanent staff. The Sri Lanka Surveyors' Service consists of the following designations, number of posts and classes / grades as published by Gazette Extraordinary No. 1654/13 on 2010.05.20.

	Designation	Number of posts	Class/Grade
(i)	Surveyor General	01	Selection class
(ii)	Additional Surveyor General	03	Selection class
(iii)	Senior Deputy Surveyor General	05	Selection class
(iv)	Deputy Surveyor General/Provincial Surveyor General	15	Selection class
(v)	Senior Superintendent of Surveys	60	Class I
(vi)	Superintendent of Surveys	139	Class II/Grade I
(vii)	Assistant Superintendent of Surveys / Surveyors	850	Class II/Grade II

- 6.5 While the officers of the Sri Lanka Surveyors' Service occupy the above designations, they work in the following posts in the survey department.

Director (Institute of Surveying and Mapping)

Senior Lecturer
Lecturer
Assistant Lecturer
Welfare Officer (Government Surveyor)

Sri Lanka Technological Service

- 6.6 Following Senior Officers who were promoted from the Sri Lanka Technological Service are in the supervisory cadres in following post of the departmental permanent staff.

Chief Technical and Administrative Officer
Map Production Officer
Technical and Administrative Officer
Photogrammetrist
Navigator

- 6.7 Officers of the Sri Lanka Technological Service, belong to the following classes and grades and assigned posts shown in S.O. 6.8.

Class I
Class II – Segment ‘A’
Class II – Segment ‘B’
Class III

- 6.8 Officers of the Sri Lanka Technological Service occupy the following posts in the department

Draughtsman
Head of the section
Welfare Officer (Draughtsmen)
Internal Audit Officer (Draughtsmen)
Litho Printer
Typographer
Photogrammetric Technician
Air Photographer and Laboratory Technician
Mechanical Foreman
Process Technician
Transport Officer
Remote Sensing Technician
Building Supervisor

Departmental Services

- 6.9 There are some more personnel both services and the staff are confined to the department exclusively. They can be grouped as follows. (S.O.6.10 to 6.12)

Survey Field Assistants’ Service

- 6.10 Survey Field Assistants belongs to Survey Field Assistants service and they are in the following Classes/Grades

Designation	Class/ Grade
Survey Overseer	Class I – Grade I
Head / Survey Field Assistant	Class I – Grade II
Survey Field Assistant	Class II
Survey Field Assistant	Class III

6.11 Survey Field Assistants are employed in following posts due to service requirements

Welfare Officer (Survey Field Assistant)
Circuit Messenger
Lorry Cleaner
Relief Driver

6.12 A person who holds the following posts remains in the same post and the same salary scale while getting promotion in grade I,II,III through their service in the department.

Map Mounted and book binder
Plan repairer
Motor mechanics
Tools Labourer
Lorry Cleaner
Dark Room Assistant
Air Conditioning Technician
Mason
Welder
Carpenter
Survey Instrument Technician I, II, III
Circuit Bungalow Keeper
Departmental Labourer
Photostat Machine Operator

Combined Services

6.13 Combined Services in the public service are also deployed in the Survey Department to carry out certain functions.

Sri Lanka Administrative Service

Additional Surveyor General (Human Resources & Administration)
Chief Administrative officer
Administrative officer

Accountants' Service

Director (Finance)
Deputy Director (Finance)
Assistant Director (Finance)
Assistant Director (Internal Audit)

Law Officer Service

Legal Officer
Legal Officer Assistant

Sri Lanka Information Technological Service

Programmer

- Information technological Assistant
- System operator
- Data entry Operator
- Data Operator
- Sri Lanka Translators’ Service**
 - Translator
 - Translator Assistant
- Public Management Assistants’ Service**
 - Staff Assistant
 - Chief Management Assistant
 - Management Assistant
- Karyala Karya Sahayaka**
 - Sanitary Labourer
 - Officer Labourer
 - Karyala Karya Sahayaka
 - Watchers
- Drivers’ Service**
 - Lorry Driver
 - Tractor Driver
 - Driver

Units of the Head Office

6.14 Various units of the Head Office are given below:

1	Progress Branch	17	Drawing Office (Thematic) Branch
2	Translation Branch	18	Drawing Office (Topo Map)
3	Air Survey Branch	19	Drawing Branch
4	Photo Laboratory Branch	20	Litho Branch
5	Photogrammetric Branch	21	Process Branch
6	Centre for Remote Sensing	22	Map Sales Branch
7	Land Information System Branch	23	Process Studio
8	Geographic Information System Branch	24	Computer Branch
9	Document Management and Professional Standard Section	25	Research and Development Branch
10	Central Records	26	Management Development and Training Unit
11	Procurement and Supplies Branch	27	Title Registration Branch
12	Buildings branch	28	Accounts Branch
13	Instruments Branch	29	Internal Audit Branch
14	Office Overseer	30	General Audit Branch
15	Telephone Exchange	31	Legal Unit
16	Mapping Office	32	Establishment Branch – Survey Service, Departmental Service, Transport, Combined Service, Survey Field Assistants, Retirement, Disciplinary, Welfare

Units of Institutes of Surveying and Mapping

6.15 Various units of the Institutes of surveying and Mapping are given below

1	Administrative Unit	6	Technical Library
2	Geodetic Survey Unit	7	Technical Instrument Unit
3	Education Unit	8	Technical Museum
4	Examination Unit	9	Survey Camp Office
5	Computer Unit		

Units of Provincial and District Survey Office

6.16 All the District Survey Offices in the island come under Provincial Surveyor General's Office controlled by Provincial Surveyor Generals

6.17 The Institute of Surveying and Mapping at Diyatalawa is treated as a Provincial Survey Office for all administrative and accounting matters.

6.18 Geodetic Survey work control under the Geodetic Survey Unit establish at Institutes of surveying and Mapping and branch of it are establish and attached to the Province/ District survey office.

Subjects of Provincial and District Survey Offices

6.19 Provincial S.G.'s office and District Survey office consist of following five units. These units have to be handled in interim subjects described below in S.O. 6.20 to 6.23 and relevant files and ledgers have to be maintained according to the subjects.

1. Establishment
2. Accounts
3. Surveys
4. Records
5. Survey Field Assistants

6.20 **Establishment - Subjects**

1.	Personal files	7.	Diary and Journals
2.	Circular files	8.	Personnel matters
3.	Examinations	9.	Circuits
4.	Buildings	0.	Petitions, Discipline
5.	Vehicles	11.	Stores (Permanent & Perishable)
6.	Leave	12.	Railway warrants

6.21 **Account - Subjects**

1.	Salaries	6.	Allocations
2.	Vouchers & travelling claims	7.	Accounts returns
3.	Cash Book and Cheque Books	8.	Audit queries
4.	Advances	9.	Procurement Committee

5.	Advances (B) Account (Loan)	10.	Authorizing expenditures
----	-----------------------------	-----	--------------------------

6.22 Surveys - Subjects

1.	Survey requisitions	6.	Requisition register
2.	Work programmes	7.	Files of completed surveys
3.	Plan Examinations (Hard copy & Soft copy) and Quality Control	8.	Landmarks
4.	Printing	9.	Progres Returns
5.	Issue of plan copies and digital data	10	Preparation of cost of survey

6.23 Records - Subjects

1.	Maintenance of documents	6.	Supply of information
2.	Updating records	7.	Issue of field sheets, field books and digital data
3.	Issue of documents	8.	Preservation of old registers and files
4.	Map sales	9	Maintenance of ADITS & scan databases
5.	Issue of diagrams and tracings		

Documents to be maintained in Provincial and District Survey Offices

6.24 According to the above five management units and its interim subjects following documents maintained in a Provincial / District Office should be kept under the personal custody of the officer responsible.

<u>Provincial Survey Office</u>	<u>District Survey Office</u>
Attendance register	Attendance register
Leave register	Leave register
Holiday warrants register	Holiday warrants register
Petty cash register	Petty cash register
Cash book & Cheque book	Cash book & Cheque book
P.E. ledger	Advances register
Parcels register (inward & outward)	Refunds register
Advances register	Parcels register (inward & outward)
Refunds register	Endorsements register
Endorsements register	Procurements committee minutes
Procurements committee minutes	Registered letters' register (inward & outward)
Registered letters' register (inward & outward)	Store ledger
Store ledger	Survey Field Assistant Registers
Survey Field Assistant personal Files	Survey requisition register
Salary Ledgers	Diagrams registers

Labour Cards	Land Mark Registers
Advance B Account Registers	Cigas database
Cigas and Pay Roll databases	

Maintenance of Files

- 6.25 Separate files should be maintained for separate subjects. Also, the officer should not maintain too many files to accumulate unnecessary work. No File should be open without permission of supervising officer.
- 6.26 Papers should be arranged in chronological order in a file
- 6.27 All papers containing instructions and decisions should be filed in the subject files which of permanent nature. Papers containing matters of transitory nature should be kept in a case file.
- 6.28 Files should be numbered as it could be easily indentified it ownership office, Main subject, Sub subject and apply serially numbers. Every file should be assigned to respective subject public management assistant/ Draughtsman and he should maintain list of files maintained by him. In addition that by using multiple colours and design should make easy access to file and file number should be indicated on the top left corner of the file with legible big fonts.
- 6.29 When the thickness of a file reaches one inch, the subject officer should take up a new file with the next number in the series.

Duties

- 6.30 Every office in government service should be assigned duties by a duty list. Permanent post and services has fixed list of duties. Subject Draughtsmans / Public Management Assistants are assigned duties depend on the requirement / situation and should fulfill the following maintenance requirements in files
1. List of duties
 2. List of return with due dates
 3. File of procedures
 4. File of circulars containing instructions and procedures
 5. Requests for instructions
 6. Call up diaries
- 6.31 Clip files can be kept by officers for certain subjects such as issue of tracings, documents, stores etc., temporarily.
- 6.32 When an outsiders' letter contain more than one subject, one officer may keep it in his file. The copies of the letter giving cross reference to the original should be given to the other relevant subject officers to file.
- 6.33 Information of all impotent documents in the records room to be computerized and should maintained neatly. When issuing of document card index system should also be adopted in addition to computerizing that issues or receipts through ADITS software.

- 6.34 Subject officers should not have the habit of opening temporary files for almost every new case taken up. If papers connected with the matters of temporary nature can be kept in awaiting folders and then filed properly when the subject is closed.

Correspondence

- 6.35 All official letters should be written in polite language. Also, the expression of ideas and writing should be very clear.
- 6.36 An office copy of every letter should be maintained in the relevant file. Field officers who use manifold books may retain this copy in the book itself.
- 6.37 An official letter has to be written under a specific subject which should be used as the heading. If more than one subject is included in one letter there can be problems in dealing with such letters.
- 6.38 The person to whom the letter is addressed should be clearly indicated. It is better if the full address is given.
- 6.39 If the letter is written to a member of the public he/she must be addressed as Dear Sir/Madam in addition to the name and address. The letter should be end up with suitable word like yours faithfully, yours truly etc.
- 6.40 All official letters must have a reference number and date. When replying to a letter in written to an outside institution, Their reference number and date should also be mentioned for their easy reference.
- 6.41 Separate paragraphs in all official letters should be clearly numbered.
- 6.42 The name and designation of the officer who signs a letter should be written below the signature. Always it should be surety by keeping official stamp.
- 6.43 The date of the letter should be very clear. It is recommended to adopt the internationally accepted method. e.g. 1988.08.03 (Year 4 digits, Month 2 digits, Date 2 digits). The date should be written by the subject officer before mailing, if the date of the letter was not given by the officer signing it.
- 6.44 Officers who wants to write to higher officers or officers in outside institutions should send such letters through their appropriate Supervising Officer. If required, a direct copy can be sent to prevent possible delays.
- 6.45 If a Supervising Officer declines to forward such letters to higher authority, the officer writing the letter can make a request to forward. Then the higher officer can comment on the letter at his discretion and forward to any officer concerned.
- 6.46 If a letter contains any information of personal nature, the writer is at liberty to forward such letters to higher officer direct.
- 6.47 No subordinate officer should correspond with an outside institution without the permission of the Local or the Head of the department. If such a dialogue is necessary for some special reasons, the Local or the Head of the department will make necessary arrangement.

- 6.48 In all letters which fall within the category of “confidential matters” a note to that effect should be given on the top margin of the letter. (Preferably in red)
- 6.49 Confidential letters should be sent within two envelopes. Envelope containing the letter should be sealed and labeled as “confidential”. This envelope should be put inside the other cover on which the address is given.
- 6.50 Every office should have a Senior Officer to open confidential letters which are not addressed by name to a particular officer. These letters should not be given to subject officers but, dealt with by the officers assigned for the task.
- 6.51 All ordinary letters received in Provincial/District offices should be opened under the supervision of the Technical and Administrative Officer and these letters should be entered in to the daily mail register and forwarded to officer in charge of office for his comments. According to his comment these letters should be distributed to respective subject officer.
- 6.52 Any important papers such as money orders, cheques, and charge sheets etc., received should be recorded in a register and delivered to Subject Officers who should initial the register for the receipt. Register number & the name of the post office should be mentioned on the first page of the relevant letter.
- 6.53 All registered letters parcels and general letters received, through post should be entered in there separate and register before handing over to the Subject Officers.
- 6.54 In all types of letters received in office, the date and the name of the office should be stamped legibly.
- 6.55 Officers responsible for official rubber stamps should take special care to keep those under lock and key in order to prevent abuse.
- 6.56 Registered post should be used only for the dispatch of irreplaceable documents such as paid vouchers, receipts etc. In all such instances there should be a covering letter or an endorsement made on the letter, to indicate the use of registered post.

Telegrams or its Substitutes

- 6.57 On some very urgent matters, necessity may arise to correspond by telegraph messages or its substitutes. But this facility should only be used when it is really necessary.
- 6.58 When an officer, below the rank of Senior Superintendent of Surveys or Technical and Administrative Officer, wants to send official telegrams or its substitutes, prior permission should be obtained from the staff officer above him.
- 6.59 Following abbreviations are used to send telegrams by the officers indicated against those.

SURVEY	-	Surveyor General
ADSURG	-	Additional Surveyor general

SNRDEPSURG	-	Senior Deputy Surveyor General
PROVSURG	-	Provincial Surveyor General
DEPSURG	-	Deputy Surveyor General
SNRSUPSURV	-	Senior Superintendent of Surveys
SUPSURV	-	Superintendent of Surveys
INSURMAP	-	Institute of Surveying and Mapping

6.60 All messages conveyed by telegrams or its substitutes have to be confirmed by a formal letter embodying the contents of the telegram or its substitutes.

Official Telephones

6.61 Official telephones provided to offices and quarters of Staff Officers are facilities for which they are responsible. It is the duty of that officer to see that those are properly used and prevent from abuse.

Settlement of Telephone Bills

6.62 Bills of residential and mobile telephones and Internet facilities are settled within the given limits by the department.

6.63 Officers should obtain surveyor Generals' approval personally to use above facilities.

6.64 The total amount of bills that can be settled by the department should include rentals, taxes, and call charges of officers' office, quarters, residential & mobile telephones, Internet facilities and office fax.

6.65 If several officers in one office use one telephone, the monthly maximum expenditure limit can be taken as the total of approved amounts for such officers.

Telephone – Priority

6.66 An officer enjoying above facility should give priority to communication requirements of his office.

Telephone – Residential

6.67 Residential telephone facilities are provided only for the officers in the post of Senior Superintendent of Surveys and above.

Inspections

6.68 Regular inspection of the work of the staff in an administrative set up is an important aspect of the management. All staff officers must regularly inspect the work of their subordinate officers at intervals either in field or in office. They must allocate a considerable period of their official hours for this purpose.

6.69 Officers who go out of their office for such inspections and other duties must programme these trips well ahead and get the prior approval of the immediate Superior Officer. It should be drawn up this programme monthly giving places of night outs, places to meet in an emergency, telephone number etc.

- 6.70 Officers should not amend their programme without the prior approval of the Superior Officer. Any change that had to be done in an urgent and unavoidable circumstances should be informed to the Superior Officer and his covering approval should be obtained.
- 6.71 Officers who are going for inspection should carry documents relevant to Office/officer such as
1. Address
 2. Leave records
 3. Progress Notes
 4. Reminders for correspondences

Field Officers Transfers

- 6.72 Field officers in the Survey Department have no permanent duty stations. Stations are decided by the availability of work.
- 6.73 When Field Officers change their stations they should inform their arrival and new addresses to S. S., Senior S.S., Provincial S.G., and S.G. by a perfected S 124 form. Also the officers must note to annex a tracing showing the new station (on 1:50000 scale) to this form.
- 6.74 If new duty station falls into a new district, an additional copy of S 124 should be sent to the Provincial S.G. of the previous district. This will not cause any delay in sending the salary to the new district.
- 6.75 Before leaving a District, an officer must obtain a clearance certificate from the Senior Superintendent of Surveys of the District on the following matters.
1. Documents
 2. Temporarily received stores items
 3. Advances
 4. Landmarks
 5. Survey requisitions
 6. Survey Field Assistants files
 7. Railway warrant books
 8. Salary receipts and payments
 9. Log books and Daily Running Charts
 10. Stores taken from the divisional office
 11. Houses and vehicles
 12. House rent
- 6.76 Every Office should use a suitable form to confirm obtaining clearance for all items by the transferred officer before his departure. A register and a folder should be maintained with this regards at every office.
- 6.77 All officers should know that leaving a District without a clearance certificate is an act of negligence of duty for which disciplinary action can be taken against them.

- 6.78 The Senior Superintendent of Surveys of the former District should inform the Senior Superintendent of Surveys of the new District regarding the dates of issue of clearance and departure, in respect of the officers who have left the district.
- 6.79 If there seems to be an unnecessary delay in the process of change of station, the Senior Superintendent of Surveys in the new District should inquire the officer concerned and take suitable actions.
- 6.80 Prior approval of the Provincial S.G. must be obtained before a surveyor is transferred from one class of surveys to another or from one Supervising Officer to another Supervising Officer.
- 6.81 All Field Officers should inform following details to his supervising officers, divisional and district survey offices to use in necessity.
1. Private address
 2. Name of next of kin
 3. Address of the next of kin
 4. Telephone numbers to be used in case of emergency

Form No. 'Survey 214' could be used for this regards

- 6.82 All officers should note to refrain from using official address for private correspondence as far as possible. This will reduce the unnecessary work in office.

Destruction of Old Correspondence/ Folders

- 6.83 Every office will have to dispose the old papers which will no longer be of use to the institution. In this action, it has to be adhered, to Gazette notification No. 313 dated 31st August 1984 (Annex 1).
- 6.84 Such papers can be destroyed under the Senior Superintendent's personal supervision after getting prior approval from the Provincial S.G.

Files/Registers to be Maintained at Field Office

- 6.85 Superintendent of surveys and Surveyors in field stations should maintain the following registers in their office.
1. Attendance Register
 2. Leave Register
 3. Holiday Warrants Register
 4. Travelling Claim and Voucher Register
 5. Advance Register
 6. Landmark Register
 7. Survey Requisition Register
 8. Documents Register with separate papers for
 - (a) Field Sheets
 - (b) Record Sheets
 - (c) Field and Level Books
 - (d) Other Records

6.86 They also must maintain following files in office

1. Miscellaneous Correspondence
2. Circular Files
3. Journals / Diaries
4. One file for each Survey Field Assistant in the team
5. Survey Work
6. Landmarks
7. Progress Returns
8. Registers of Documents
9. Stores
10. Awaiting Folders

Annex 1 CHAPTER VI

S.O. 6.83

Disposal of facilitative records in public office**Gazette Notification No. 313 Published on 31st August 1984****NATIONAL ARCHIVES LAW No. 48 OF 1973**

Regulations under Sections 16 (1) (a) and 16, (1) (h) of the National Archives Law, No. 48 of 1973

REGULATIONS made by the Minister of Cultural Affairs, under sections 16 (1) (a) and 16 (1) (h) of the National Archives Law, No. 48 of 1973 for the periodical disposal of facilitative (housekeeping) records in public office.

E.L.B. Hurelle
Minister of Cultural Affairs

Colombo, 10th July, 1984

REGULATIONS MADE UNDER SECTIONS (16)(1)(a) AND (h) OF THE NATIONAL ARCHIVES LAW PERIODICAL DISPOSAL OF FACILITATIVE (HOUSEKEEPING) RECORDS IN PUBLIC OFFICE.

Schedule containing a list and particulars of class or series of facilitative (housekeeping) records in public office for periodic disposal.

Abbreviation : D/n = Destroy/Number of years after the record is closed
(Destroy closed records after n number of years)

D/1 = Destroy one year after the record is closed

Serial No.	Class or Series of Records	Disposal Action
01	Abatements Register, W & O.P.	D/1 after the award is made
02	Abstract Statement of Deposits	D/1 after passed in Audit
03	Accident, Leave and Pay	To be filed in Personal File
04	Accounts, Acknowledgement slip	D/1 after closure of case
05	Accounts, Bank Pass sheets	D/after passed in Audit or after 5 years
06	Accounts, Closing of documents re.	D/2 after closure
07	Accounts, correspondence records issue of copies	Before going to record room or one year after
08	Accounts, General Correspondence on	D/5 as long as no precedents are involved
09	Accounts, Miscellaneous Inquiries	D/2 after closure of case
10	Accounts, Memos and letters forwarding	D/1 after closure of the case
11	Accounts, Memos forwarding under receipts to be attached to payment vouchers	D/1 after closure of the case
12	Acknowledgement slips	D/before transfer to the Record Room
13	Acting Pay, Applications for Authority	D/5 after closure of file

	to pay	
14	Administration Reports, Applications for	D/1 after closure of file
15	Correspondence records, Administration Re.	D/2 after closure of file
16	Administration Reports, Departmental or institutional, Annual (Published)	A copy of the published report to be sent 30 days of such issue vide section 13
17	Administration Reports, Departmental or Institutional (Manuscript)	D/2 after the publication of reports
18	Administration Reports, Divisional (Manuscript or typescript)	Not to be destroyed. Transfer to the National Archives
19	Advance Accounts, Monthly Statements showing position	D/Before going to Record Room or one year after the closure of the case
20	Advance Accounts, Ledger	D/5 after passed in Audit
21	Advance, Correspondence	D/1 after closure of the case
22	Advances of salary, Allocations and	D/2 after passed in Audit
23	Advances of salary, Applications for	D/1 after passed in Audit
24	Advances to Public Officers for travelling expenses, Applications	D/1 after passed in Audit
25	Advances, Purchases of Transport, Bonds and Agreements	To be returned to officers after settlement
26	Advisory Boards, correspondence record Appointment	D/1 after the appointment of the next board
27	Agreements, Routine Correspondence records	D/2 after the agreements are discharged
28	Allocation of Votes, Documents records	D/3 after closure of file
29	Allocations, Register of	D/3 after closure of file
30	Allowances, Authority for payment of	D/after passed in Audit or after 5 years
31	Allowances, Correspondence records	D/Before going to Record Room or one year after the closure of the case
32	Annual verification of Stores, Correspondence	D/5 after closure of the file
33	Appointments, Applications, rejected	D/2 after closure of the file
34	Appointments, Applications, schedule of	D/1 after selection
35	Appropriation Accounts	D/5 after passed in Audit
36	Appropriation, monthly	D/5 after passed in Audit
37	Attendance, Register of	D/5 after closure of the register if no inquiry or query is pending
38	Audit Queries, Correspondence records	D/2 after the query is settled
39	Audit Queries, Quarterly Return	D/Before going to record room or one year after the closure of the case

40	Audit Queries, Register of	D/2 after all the queries in the register have been settled
41	Bank, Acknowledgement	D/5 after the closure of the case
42	Bank, Advices from or to and routine correspondence	D/5 after closure of the file/ record
43	Bank, Deposit Book	D/10 after passed in audit: If a query is pending D/1 after completion of the inquiry
44	Bank, Reconciliation Book	D/10 after passed in audit: If queries are pending D/1 after queries are over
45	Bank, Statements of Receipts and payments	D/10 after passed in audit or D/1 after settlement of the inquiry
46	Bills, Register of and correspondence records	D/2 after settlement
47	Boards of survey, cash	D/5 after completion of the Survey
48	Boards of Survey Report (Stores)	D/2 after action has been taken on the recommendations of the report
49	Books, indents for	D/2 after closure of the file
50	Buildings on rent, correspondence records	D/3 after completion of tenancy
51	Building construction, Proposals	D/3 after closure of file
52	Building Requisitioned	D/2 after settlement of claims
53	Calendars, Correspondence records	D/Before going to Record Room or one year after the closure of the case
54	Cheques, Money Orders, received, Register of	D/2 after passed in audit or if audit queries are pending, D/1 after the inquiries are over
55	Circuit Programme	D/Before going to Record Room or one year after the closure of the case
56	Circulars, Departmental	D/duplicate copies not required for current administrative work, before sending to the Record Room
57	Circulars, Treasury	One copy of each Treasury circular to be preserved. D/duplicate copy not required for current administrative work
58	Civil lists, Revision of	D/After civil list is published
59	Classification Books	D/5 after Audit Report has been issued
60	Clerical Staff, Inspection Reports of	D/2 after inspection is completed or D/1 after inquiry is completed
61	Car Mileage, Register of	D/5 after the register is closed
62	Case Registers	D/10 after closure of the register or if an inquiry is also pending D/1 after completion of the inquiry
63	Cash Book – Treasury and Kachcheries	D/20 after the date of its closure

64	Cash Book Others	D/10 after the date of its closure
65	Cash Book – Petty	D/5 after the date of its closure
66	Cash Book – Shroff	D/10 after the date of its closure
67	Cash sent to Bank Register of	D/after passed in Audit or after 5 years
68	Celebrations, Papers relating to National institutional	D/2 after closure of file
69	Cheques, Counterfoils of	D/after passed in Audit of after 10 years
70	Cheques, Dishonoured, Correspondence records	D/5 after the settlement is made
71	Cheques, Register of	D/after passed in Audit or after 10 years
72	Civil status declaration form	D/40
73	Clerical, Cadre of	D/5
74	Clerical Correspondence re. transfer	D5
75	Clerical, Release of, to other Department	D/5
76	Clerks, Relief arrangements	D/before going to Record Room or one year after the closure of the case
77	Clerks (Temporary), Applications for posts of, selection and appointments	D/2 after the closure of the file
78	Clerks, resignation and Discontinuance of	D/5 after closure of file
79	Complaints against officers where allegations are not substantiated	D/2 after closure of file
80	Conferences, Notes of, (Departmental) Routine meetings	D/5
81	Conferences, Reports of Departmental International (held with the collaboration of the Department)	To be preserved and transferred to the National Archives
82	Conferences, Correspondence organizational work. Departmental or International (held with the collaboration of the Department)	D/3 after closure of the file
83	Conservancy, Correspondence records.	D/1 after closure of the file
84	Consignment Notes from Government Stores for goods supplied on requisitions	D/after passed in Audit or after 5 years
85	Consumable stores, monthly returns of	D/2 after closure of file register
86	Contractors, defaulting	D/2 after receiving the up to date list of defaulting constructors
87	Contractors, Enquiries by other Ministers and officers	D/Before going to Record Room or one year after the closure of the case
88	Copies of documents, application for	D/Before going to Record Room or one year after closure of the case

89	Counterfoil Books register of	D/after passed in Audit or after 5 years
90	Counterfoil Books (used)	D/5 books which do not contain cancelled stamps and after any refund due has been made
91	Counterfoil Books (used) not obtained from Treasury (other than those required by law to be preserved)	D/after passed in Audit or after 5 years
92	Currency notes, damaged, correspondence records	D/Before going to record Room or one year after the closure of the case
93	Debit notes from other Government Depts.	D/2
94	Deductions from salaries of employees (correspondence records, pertaining to various salary deductions)	D/5 where no queries are pending; where queries are pending D/1 after completion and settlement of the inquiries
95	Delivery books, letters	D/1 after the closure of the book
96	Deposits, abstract Statements of	D/5 after closure of file or register
97	Deposits ledger (miscellaneous)	D/after clearing all deposits
98	Deposits, Miscellaneous correspondence	D/Before going to Record Room or one year after the closure of the case
99	Diaries, call up	D/1 after the current year
100	Directories, Revision of	D/Before going to Record Room or one year after the closure of the case
101	Disabled officers, employment of	To be filed in personal file
102	Dismissed Employees list of	D/after indexing and when the list is updated or the new list is published
103	Disciplinary inquiry case file	D/5 after the completion of the inquiry. If an appeal or inquiry is pending D/1 after the final settlement or the completion of the inquiry
104	Duty Rosters	D/after passed in Audit or after 5 years
105	Electricity, Additions and Improvements (Correspondence)	D/2 after closure of the file
106	Electricity, Bills, Registers of	D/10
107	Employees, Additional Temporary	D/2 after closure of file
108	Employment Statistics	D/2 after closure of case
109	Employment, Queries, i.e. replies to Treasury Circulars, and etc.	D/Before going to Record Room or one year after the closure of the case
110	Estimates, Annual (Printed)	Retain two copies and destroy others
111	Estimates, Annual, of Revenue & Expenditure	D/2 after closure of file
112	Estimates, Annual, of stores, correspondence records	D/2 after closure of file
113	Estimates, Draft	D/2 after the estimates are printed and

		published
114	Estimates, Supplementary Correspondence records	D/2 after closure of the file
115	Excesses on subheads and items	D/5 after closure of file
116	Expenditure, Committed, monthly statements of	D/2 after closure of record
117	Expenditure, monthly, summaries of	D/5 after closure of the case/file
118	Family remittances, documents records	D/5 after remittances are settled
119	Family remittances, ledger	D/10 after the closure of the ledger
120	Fees, Register of copying	D/after passed in Audit or after 5 years
121	Forms, obsolete departmental forms	D/before sending to the Record Room (could use the reverse side if writings do not appear)
122	Forms, Printed, correspondence with G.P. and printing committee	D/before going to Record Room or one year after the closure of the case
123	Forms, saleable and others, Applications for	D/before going to Record Room or one year after the closure of the case
124	Forms, Printed, Indents for	D/2 after closure of the file
125	Forms, Printed, Routine Correspondence records	D/before going to Record Room or one year after the closure of the case
126	Forwarding memos	D/before transferring to the Record Room or after the closure of the file
127	F.R.66, 84 or 85 – Applications	D/5 after closure of the case
128	Gazettes, Government	D/5 preserve the relevant gazettes pertaining, to the activities of the department
129	Gazettes, Correspondence records	D/before going to Record Room or one year after the closure of the case
130	Government Employees, Return showing wage groups, etc.	D/2 after closure of the case
131	Government stores Vouchers, settlement of	D/5 years
132	Government year book, Journals and, etc. information supplied to	D/1 after publication of the information or one year after closure of the case
133	Gratuity papers	D/5 after closure of the case or file
134	Half-pay Returns of	D/3 after filing the relevant information in the personal files
135	History sheets of officers including temporary officers	File in the personal file or personal record file
136	History, sheets of officers who have died	Disposal as for personal files
137	History sheets of officers who have retired	Disposal as for personal files

138	Holiday pay Authority for, other correspondence	D/before going to Record Room or one year after the closure of the case
139	Holidays, Arrangements or office work on	D/before going to Record Room or one year after the closure of the case
140	Holiday warrants, Applications for	Vide under railway warrants
141	Hospital, Applications for treatment in	D/before going to Record Room or one year after the closure of the case
142	Hospital Bill, Recovery of	D/after passed in Audit or after 5 years
143	Hospital charges, Register of	D/after passed in Audit or after 5 years
144	Imprest, Allocation and Renewal and settlement of	D/2 after closure of the case
145	Incremental credit for war or voluntary army service	To be preserved in the personal file
146	Increment, Memorials records	D/before going to Record Room or one year after the closure of the case
147	Increment sheets	To be preserved in the Personal file
148	Indents and invoices, Crown Agents	D/after passed in Audit or after 5 years
149	Indents Government stores	D/after passed in Audit or after 5 years
150	Inventory Book (Stores)	Not to be destroyed
151	Investment and Mortgages by Public Officers	To be filed in personal file
152	Issue Order Books	D/after passed in Audit or after 5 years
153	Journal, (annual accounts)	D/5
154	Journals and Publications Purchased correspondence records	D/before going to Record Room or one year after the closure of the case
155	Jurors, Correspondence records lists for	D/before going to Record Room or one year after the closure of the case
156	Lady Lochore Loan Fund, Accounting Documents records	D/5 after the closure of file or if an inquiry is pending one year after the completion of the inquiry
157	Land Acquisition by Public Officers	To be filed in Personal File
158	Land, Acquisition of, for public purposes Kachcheri Documents	Not to be destroyed
159	Land, Acquisition of, Departmental	Not to be destroyed
160	Leaflets, Printing and Distribution of (correspondence file)	D/5
161	Leave, Accident, and pay	To be filed in Personal File
162	Leave, Applications for	D/1 after posting in the leave Register. Medical certificates to be filed in personal file
163	Leave, Lapsed, Applications for	To be filed in Personal File
164	Leave out of the Island, Applications for	To be filed in Personal File

165	Leave Registers	D/5 if no query is pending
166	Leave, Lieu (Application forms)	D/1 after audit inspection
167	Leave, Lieu (Registers)	D/3 after closure of the register. If no query is pending
168	Ledger Advance, Deposit, Expenditure, Fines Fund Imprest, Pension, Summary, Votes	To be preserved until passed in Audit
169	Loan Applications, varies	D/5 after settlement
170	Lodger, Personal emoluments	D/4 after audit Inspection
171	Letter Registers (Ordinary mail)	D/5 after closure of the register
172	Letter Registers (Registered mail)	D/10 after closure of the register
173	Loans to Public Officers, Returns records	D/5 after closure of the file or register
174	Local Loans and Development Fund recovery Statements	D/before going to Record Room or one year after the closure of the case
175	Losses of Public Money, Stamps, Stores & etc	Not to be destroyed
176	Losses, Register of	Not to be destroyed
177	Medical Attendance, applications for free	D/before to Record Room or one year after the closure of the case
178	Medical Certificates	To be filed in Personal File
179	Minor Employees, Applications for employment	D/2 after closure of the file or case
180	Minor Employees, Relief Arrangements for	D/before going to Record Room or one year after the closure of the case
181	Minor Employees, Selection and appointment of	D/before going to Record Room or one year after the closure of the case
182	Minor Employees, Transfers of	D/5 after closure of the file. If an appeal or inquiry is pending one year after settlement
183	Minor Employees, Unproved complaints provided no strictures are passed on the officer	D/2 after closure of the file
184	Money Orders, Official, Application for	D/before going to Record Room or one year after the closure of the case
185	Money Orders, register	D/5 after audit inspection. If audit query is pending one year after inquiry is completed
186	Non Ceylonese, Recruitment of	D/2 after the completion of contract
187	Office equipment and furniture, correspondence	D/5 after closure of the file
188	Over time, authority to pay	D/5 after closure of the file
189	Over time, Claims, correspondence records	D/before going to Record Room or one year after the closure of the case
190	Over time, (and fees), Register of	D/10 after closure of the register
191	Over time, claim forms (applications)	D/5 after passed in Audit
192	Overtime Claims, correspondence	D/before going to Record Room or one

	records	year after the closure of the case
193	Parliament, motions and Questions in	D/5 after appearing in the Hansard
194	Pay details issued on request by the employees (copies)	D/1 after closure of the file
195	Pay sheets (General)	D/40 where details required by the Pensions Dept. have been submitted
196	Payment Registers (other than salaries registers)	D/10 after audit inspection; where queries are pending one year after the such queries are completed.
197	Payment Vouchers	D/5 after audit inspection; where queries are pending D/1 after the completion of such queries
198	Pension papers (Departmental)	D/2 after closure of the case or file
199	Personal Files and Personal Record File of Dismissed Officers	D/10 after death. Personal files of officers who have rendered meritorious service either to the institution or the country to be preserved and transfer to the National Archives
200	Personal Files and Personal Record Files of officers retired on reaching age limit	D/10 after retirement. Personal Files of officers who have rendered meritorious service either to the institution or the country to be preserved and transferred to the National Archives
201	Personal Files and Personal Record Files of Dismissed officers	D/25 after dismissal or closure of the file
202	Personal Files and Personal Record Files of Resigned Officers	Personal files of officers who have rendered meritorious service either to the institution or country to be preserved and transferred to the National Archives, others D/25 years after the resignation
203	Personal Files of officers retired for inefficiency	D/25 after retirement or after closure of the file
204	Personal Files, casual (Temporary) Employees	D/10 after employment is terminated
205	Petitions, (miscellaneous) of importance	To be preserved and transferred to the National Archives
206	Petitions, Miscellaneous (of no importance)	D/before going to Record Room or one year after the closure of the case
207	Petty cash book	D/after passed in audit or if audit query is pending one year after the completion of the audit inquiry
208	Posters and pamphlets, Printing and Distribution of correspondence records	D/before going to Record Room or one year after the closure of the case
209	Printed forms, Indents and correspondence with printers	D/2 after closure of this file

210	Printed forms, Registers of	D/5 after the register is closed
211	Programmes of officers doing field work	D/5 after closure of file
212	Promotions, memorials records	D/2 after closure of the case or file
213	Provident Fund, correspondence records	D/2 years after award
214	Provident Fund, contributions	D/5 after award
215	P.S.M.P.S. documents re deductions	D/5 after closure of the case
216	Publications, Government Spare and unwanted copies	Sale by auction after 5 years or handover to National Library Services Board for distribution among the libraries
217	Publications, (Newspapers)	Sale by auction one in three months
218	Punishments under P.S.C. Rules, papers records	To be filed in personal file
219	Quarters, Government, Routine Correspondence records	D/2 after closure of the file or case
220	Railway warrants, Applications for	D/before going to the record room or one year after closure of the case or file
221	Railway warrants, (Duty) Applications for	D/before going to Record Room or one year after the closure of the case
222	Railway warrants, counterfoils of	D/after passed in audit or if an audit query is pending one year after the completion of the audit inquiry
223	Railway warrants, Register of (Holiday)	D/after passed in audit
224	Receipt Books (Gen. 172)	D/after passed in audit
225	Receipt Books (used)	D/5 Books which do not contain cancelled stamps and after any refund due has been read any book which has an investigation pending to be destroyed after completion of the investigation
226	Receipt order Books	D/after passed in Audit
227	Reconciliation Register	D/after passed in Audit
228	Recoveries, Register of	D/after passed in Audit
229	Recruitment, Schemes of	Not to be destroyed
230	Recruitment, correspondence records	D/2 after closure of the file
231	Refunds-Applications for, correspondence	D/after passed in audit and if an audit query is pending one year after the completion of the audit query
232	Refunds, Register of	D/after passed in audit and if an audit query is pending one year after the audit inquiry is completed
233	Refunds Security Deposits, Correspondence records	D/5 after closure of the case
234	Reimbursement of Legal and Travelling expenses	D/5 after reimbursement

235	Rents, Register of	D/after passed in Audit or if an audit query is pending one year after the completion of the audit inquiry
236	Rent, Government quarters, monthly statements	D/2 after closure of the file or register
237	Rent, Routine correspondence records	D/2 after closure of file
238	Repairs to Buildings and Furniture	D/2 after closure of file
239	Repairable articles, Returns of	D/2 after closure of the file or register
240	Reports, progress or other (statistical or other manuscript or typescript)	D/2 after publication of Report, if not published do not destroy
241	Requisitions, Government stores	D/5 after closure of file
242	Requisitions sent to Government Stores Register of	D/5 after closure of register
243	Returns of Half pay and No-pay leave	D/5 after closure of register/file
244	Revenue accounts	D/3 after passed in audit where queries are pending and one year after settlement or completion of audit queries
245	Revenue Statements, monthly	D/3 after passed in audit, if audit queries are pending one year after the final audit investigation is completed
246	Rewards, correspondence records	D/2 after award
247	Safes, Iron Routing correspondence records.	D/2 after closure of the file
248	Salary conversions, papers records.	Copy to be filed in the personal file(s) of officers D/other ephemeral papers connected with the salary conversion after closure of the file, where queries are pending one year after the settlement of the query
249	Salary payments and money balances	D/1 after passed in audit, if audit queries are pending one year after final settlement of the audit query
250	Salary Registers	D/5 if no query is pending
251	Salary Scales	D/5 after the closure of file/ register
252	Search ticket, application for and correspondence records.	D/before going to Record Room or one year after the closure of the case
253	Security furnished by officers, correspondence re refunds	D/5 years after release of security
254	Security Deposits, Register of	D/10 after closure of the register
255	Security Return, of officers who have furnished	D/2 after closure of file/ register
256	Shorthand Note Books	D/1 after the completion of the note book
257	Sick leave (Long period)	To be filed in the Personal File
258	Staff, Addresses of	D/before going to Record Room or one

		year after the closure of the case or file
259	Stamp Revenue, Register of	D/after passed in audit or if an audit query is pending five years after the completion of the audit inquiry
260	Statements of Debit and Credit notes from other Departments	D/5 after closure of file/register
261	Stationery and Stores, Annual Estimates of	D/2 after the closure of file
262	Stationery and Stores, Applications for supply of	D/before going to Record Room or one year after the closure of the case
263	Statistics, periodical returns	D/2 after the closure of file
264	Stores, Authority for special and emergency	D/5 after the closure of file
265	Stores, Consignment Notes and Invoices	D/5 after the closure of file
266	Stores, Correspondence re.	D/2 after the closure of the file
267	Stores dispatched, Register of	D/2 after the closure of the register
268	Stores, Drawn, Register of	D/5 after closure of the register
269	Stores, Ledger, consumable	D/5 after closure of the ledger
270	Stationery issue forms	D/at the end of the year; if queries are pending one year after inquiry is completed
271	Stationery, Requisition register	D/1 after closure of the register
272	Substitutes, Employment, Pay and etc.	D/5 after closure of the file
273	Summaries of Expenditure and Receipts	D/5 after closure of the file
274	Surcharges, Register of	D/3 after closure of the register
275	Telephones, Bills	D/after passed in Audit
276	Telephones, Correspondence	D/after passed in Audit
277	Telephones, Rentals, Message, Fees etc.	D/after passed in Audit or if an audit query is pending one year after the completion of the audit inquiry
278	Telephones, Register of calls	D/after passed in Audit or if an audit query is pending one year after the completion of the audit inquiry
279	Telephones, Register of Trunk Calls	D/after passed in Audit or if an audit query is pending one year after the completion of the audit inquiry
280	Temporary employees, Authority for employment	D/2 after closure of the file
281	Tenders, Agreements relating to	D/5 after expiration of the agreement
282	Tender Board Meetings, Minutes of	D/5 after the closure of file
283	Tenders, Files, containing tender notices, schedules & c.	D/5 after the closure of file

284	Tenders, (originals)	D/5
285	Tender Deposits, Register of	D/5
286	Tenders, Register of	D/5
287	Tenders, Miscellaneous correspondence records	D/5 after the closure of the file
288	Transfer orders (copies)	D/1 if the original copy of the transfer order be filed in the respective personal files, and no query or appeal is pending, where queries or appeals are pending one year after the settlement
289	Transfers, Papers	To be filed in the Personal File
290	Transport, charges	D/5 after closure of file
291	Travelling claim forms - (General 177)	D/3 after passed in audit, or if an audit query is pending one year after completion of audit query
292	Uniforms of staff correspondence re.	D/5 after closure of the file
293	Vehicle Records regarding Maintenance, use, allocation, etc.	D/5 after closure of file
294	Votes Ledgers	D/5 after passed in audit
295	Vouchers, paid	D/5 after audit inspection, where no audit or any other query is pending, D/1 after final completion of the audit query
296	Voucher Schedules	D/5 after closure of the file or register
297	Wage Groups, Returns showing employees according to	D/2
298	Watchers, Duty Roster	D/5 after roster becomes obsolete
299	W & O.P. Scheme, Register of abatements	D/1 after the award is made
300	Waivers, correspondence records.	D/10 after the closure of the file
301	Write-offs of losses (F.R. 102 & F.R. 149)	D/10 after the date in which the write off was effected

Class or series of records bearing serial No. 1 – 301 settled as above

Sgd. : W.JAYAMAHA

Sgd. : C.V.UNAMBOOWE

Sgd.

I.V.SURASENA

Name : W.JAYAMAHA

Name : C.V.UNAMBOOWE

Name :

I.V.SURASENA

Ministry of Public Administration Department 07.04.83	Ministry of Finance and Planning 1984.04.25	Auditor General's 1984.03.23
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Sgd. : G.P.S.H. DE SILVA
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07.03.1983

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CHAPTER VII
REPORTS, REPORTING AND MONITORING

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CHAPTER VII

REPORTS, REPORTING AND MONITORING

7.1 **Introduction(CHAPTERVII)**

7.1.1 The methods of Progress reporting on Survey works are indicated in this chapter. Its objective are,

- (I) Determined daily, monthly, annual Targets/Objectives are being achieved.
- (II) Determined whether human, physical and financial resources allocated are being optimally utilized.
- (III) Rewarding persons performing exceptionally well and correcting persons who are performing below standard.
- (IV) To identify prevailing deficiencies and take action to give solutions .

7.2 The returns and reports required in connection with the various types of survey work are given under each type of surveys in the Chapter IV and XIV of Departmental Survey Regulations.

7.3 **Types of work progress report Forms**

- (I) **Government Surveyors Journal (Survey 406)**
For daily account of the work done by the Government Surveyor and his Survey Field assistants.
- (II) **Journal Extract (Survey 407 NEW)**
The summary of the Government surveyor's journal highlighting the work done during each calendar month.
- (III) **Schedule of Requisitions for Surveys (Survey 426)**
Schedule giving details of all the requisition for Surveys received by the Government Surveyor.
- (IV) **Details of Requisitions for Surveys (Survey 409)**
An account of individual Survey requisitions received from the Divisional Secretaries and other miscellaneous institutions.
- (V) **Monthly summary (As per given Computer based sheet)**
This includes details of work done by staff of the Divisional Survey Office, the progress of all Survey works and human resources. This has to be prepaid given Computer based structure and to be send by E-mail as well as printed copy.
- (VI) **Physical and Financial progress Report (As per given MS XL sheet)**
This is an evaluation report of actual Physical and Financial progress compare to annual target for both normal and incentive based. This has to be prepaid given Computer based structure and to be send by E-mail as well as printed copy.

(VII) Bimsaviya Reports (PRS 1,2,3)

This is an evaluation report of actual Physical and Financial progress compare to annual target for both normal and incentive based Cadastral Surveys for total registration. This has to be prepaid given Computer based structure and to be send by E-mail as well as printed copy.

(VIII) Diary (Survey 210)

Description of work done daily by the Supervising Officer and summary.

7.4 Description of Progress Returns**7.4.1 Surveyor's Journal Form (Survey 406)**

Surveyor's Journal is a document to get weekly information of work done, programme for the next week and to give necessary instructions to supervise surveyor remotely, as a field officer who works without close supervision.

7.4.1.1 The journal should be prepared in duplicate (Shuttle and Master) for each month and should be filled up daily with the work done by the self and Survey Field Assistants assigned to him in relevant columns and if the work done has no column to report may report in remarks column. Field book numbers relevant to surveying and re opening has to be indicated in remark column. At the end of the week, it has to write programme for the next week and shuttle copy should be forwarded to the Superintendent of Surveys. Superintendent of Surveys should carefully scrutinize information in the journal and should compare with daily norms ([Annex I](#)) and also next week programme should indicate necessary instructions/orders/ approvals/ quarries/ comments should send back to the surveyor.

7.4.1.2 Once shuttle copy received back, the observations (notes) make by the Superintendent of Surveys should be entered in the Master copy by the surveyor and should take action accordingly. Master copy should be submitted for inspection by Senior Officers. At the end of month Master copy of journal should be send to the Superintendent of Surveys. Preparation of bill of cost, preparation of traveling claims, citification of Survey Field assistants' traveling claims, preparation of journal extract, should be match with the journal.

7.4.1.3 The Master copy received by the Superintendent of Surveys at the end moth should be checked carefully, whether entries made in shuttle copy has transferred to the Master copy and filed in the Divisional Survey Office. Master copies of journals are filed for a period of three years and can be destroyed thereafter.

7.4.2 Journal Extract Form (Survey 407 New)**7.4.2.1 General**

- (a) Can find out the progress of work completed by the Government Surveyor during the month.
- (b) Can also find out the cost for each completed work.

7.4.2.2 Key features and contents in the journal extract form

- (I) The key features in the journal extract form is to highlight the output in field work.
- (II) It gives the No. of days field work, No. of lines and No. of kilometers surveyed during the month.
- (III) Indicate the No. of shots by Electronic Distance Measuring equipment during the month converted to No. of lines. (100 EDM Shots = 20 Lines)
- (IV) No. of lots staked out during the month too will be shown.
- (V) It indicates total cost per month for surveyor including field survey assistants.
- (VI) All details of requisitions completed and certified by the SS within the month
- (VII) Work done under incentive scheme and normal scheme has to be given in relevant column and progress for those work should be calculated as per Annex II.
- (VIII) Surveyor Months percentages (%) - The Surveyor months percentage (%) for each requisition for surveys passed will be determined by dividing the “Equivalent surveyor months” for that requisition of surveys by the “Actual No. of surveyor months” engaged on that requisition.

“Equivalent surveyor months” to be determined on the basis of the work to be done per month given in [Annex II](#).

The actual No. of surveyor months for each requisition of surveys passed is determined by converting the “No. of man days” spent by the Surveyor and Survey Field Assistants on that requisition of surveys. This calculation is shown in the journal.

7.4.2.3 Use of Journal Extracts by Surveyor

- (I) The Government Surveyors should properly maintain the journal extract form (Survey 407 new) in duplicate
- (II) Both copies of journal extract should be handed over to the Superintendent of Surveys / Assistant Superintendent of Surveys at the progress review meeting at the end of every month

7.4.2.5 Use of Journal Extracts by Superintendent of Surveys

The Superintendent of Surveys should check the contents of the Journal Extract carefully against the entries of the Surveyors Journal. Performance achieved by the surveyor during month should be check with Annex II and forward the shuttle copy to the Senior Superintendent of Surveys, and master copy handed back to the surveyor. All the journal extracts of surveyors are sent to the District Survey Office at the end of each month. The entries in the reverse of the journal extracts are extracted to prepare

the Supervising Officer's report on work and cost summaries of the Party should sent to the Senior Superintendent of Surveys.

7.4.2.6 Use of Journal Extracts by Senior Superintendent of Surveys

The Senior Superintendent of Surveys should study the journal extracts of every surveyor and accuracy of the progress reported satisfied and his note on that to indicate in relevant column. He should also check with the entries in the monthly summaries before sending to the Provincial Surveyor General.

7.4.2.7 Use of Journal Extracts by Provincial Surveyor General

The Provincial Surveyor General should study the journal extracts of every surveyor and accuracy of the progress reported satisfied and his note on that to indicate in relevant column. He should use the contents to prepare the monthly performance evaluation of Government Surveyors.

7.4.3 Surveyors' Schedule of Requisitions for Surveys (Survey 426)

7.4.3.1 General

- (I) This is the document to record all the requisition for surveys received by the Government Surveyors in detail.
- (II) The progress of field work and plan work of each requisition for surveys could be clearly ascertained from this.

7.4.3.2 Key features and contents in the Schedule of Requisition for Surveys

- (I) The details of all the requisition for surveys received by the Government Surveyor are indicated in the relevant columns.
- (II) The balance work available with the Government Surveyor could easily be ascertained.
- (III) The progress of field and plan work of requisition for surveys which are in progress could easily be ascertained.
- (IV) The details of survey requisitions returned for amendment to the Government Surveyor can be seen.

7.4.3.3 Use of Schedule of Requisition for Surveys by Surveyor

- (I) Government Surveyors should forward the schedule of requisition for surveys in duplicate. All the requisitions for surveys received by the Government Surveyor should be recorded in the schedule. It is important to record the category of survey, requisition number, extent and number of lots. The estimated date of completion should be entered in pencil and it could be amended when necessary.

- (II) All the requisitions for surveys received for amendments should again be entered in red colour.
- (III) The correctly completed schedule should be handed over to the Superintendent of Surveys at the progress review meeting at the end of the month.

7.4.3.4 Use of Schedule of Requisition for Surveys Superintendent of Surveys

- (I) The Superintendent of Surveys should check the schedule of requisition for surveys with the journal and journal extract.
- (II) After the Superintendent of Surveys updating his requisition register, the master copy return to the government surveyor and the shuttle copy forward to the District Survey Office.
- (III) The Superintendent of Surveys should prepare the form Survey 409 at this instance.
- (IV) The data required to prepare monthly summary will also be taken
- (V) The computer database of survey requisitions should also be updated using this

7.4.3.5 Use of Schedule of Requisition for Senior Superintendent of Surveys

- (I) The computer database of survey requisitions in District Survey Offices should be updated using the survey requisition register of the Government Surveyor.
- (II) The details of any requisition for surveys should be able to verify from the registers of relevant District Survey Office and the database.

7.4.4 Monthly Physical and Finance progress report (As per digital format given)

7.4.4.1 General

- (I) It indicates the annual and monthly targets and progress of each type of survey works in the district.
- (II) All these information should be given for normal work and incentive based work separately.
- (III) Allocations given for each district, expenditure of the month and cumulative expenditure up to the month are shown in this report.

7.4.4.2 Key features and contents

- (I) Indicates the annual physical targets, cumulative targets and monthly targets for each type of survey works in the district, based on the no of surveyors assign to the district.

- (II) Indicates the annual physical progress, cumulative progress for each type of survey works completed and copies issued by the Senior Superintendent of Surveys
- (III) The percentage of targets achieved by each type of survey works also indicated in both number of lots and number of survey month in respect of annual target.
- (IV) Allocations given for each district for, expenditure of the month and cumulative expenditure up to the month for Bimsaviya and normal work are shown in this report

7.4.4.3 Senior Superintendent of Surveys

- (I) Senior Superintendent of Surveys should prepare his report indicating annual physical progress, cumulative progress for each type of survey works completed based on copies issued him in respect targets given the Surveyor General for each type of survey works. In this exercise it has to be given more attention to survey work which had not achieved expected progress during the month. Due to practical reasons annual plans may have to be changed and targets may change accordingly to achieve the annual targets.
- (II) Vote ledger figures of both allocations and expenditure for Bimsavia and normal work should appear in this report.
- (III) Digital copy of this report should be send directly to the Additional Surveyor General(field) and printed copy should be send through Provincial Surveyor General

7.4.4.4 Provincial Surveyor General

The Provincial Surveyor General should checked the accuracy of the repots and should forwarded it to Additional Surveyor General (Field) and should keep a copy of reports to extract necessary information to prepare quarterly reports to assess the progress of annual work plan. Also it has to be compare with annual and monthly target of different type of survey work in each district and should give necessary instructions in case of lower in progress. At the same time allocation and expenditure of each district has to be check and should give necessary instructions.

7.4.4.5 Surveyor General's Office

The data in these forms should be entered in the computer to generate a data base in order to obtain the following costs per each surveyor and each party

- (I) Lot
- (II) Hectare
- (III) Equivalent surveyor month.

The last factor i.e. "equivalent surveyor months" could be used as an indicator of performance of each individual.

7.4.5 Accounting Survey Requisitions issued by Divisional Secretary and other Institutions. Form (Survey 409)

7.4.5.1 **General**

This indicates the number of survey requisitions received from each Divisional Secretary's Divisions / Institutions for different types of surveys, work load and the number of survey requisitions completed during the month. In parallel with this form information relevant to each requisition such as from the date of receiving the requisition until passed and print issued should be put in to database maintain at District and divisional survey office.

7.4.5.2 **Features and Contents**

- (I) The survey requisitions will be accounted for, according to types of survey as well as Divisional Secretary / Institutions.
- (II) The balance work in hand (surveyor months) at the end of the month is indicated.

7.4.5.3 **Superintendent of Surveys**

- (I) prepared using the register for requisition for surveys
- (II) The balance survey requisitions at the end of last month, balance survey requisitions at the end of the month considering the receipt and completions during the month, and the number of surveyor months should be correctly entered.

7.4.5.4 **Senior Superintendent of Surveys**

From the forms of the Superintendent of Surveys, the Senior Superintendent of Surveys prepares one for the district including all the requisitions for surveys which may still be lying unissued in the District Survey Office and submit to the Provincial Surveyor General.

7.4.5.5 **Provincial Surveyor General**

Forms of all the districts prepared by the Senior Superintendent of Surveys are checked and forwarded to **Surveyor General's Office**. This can be used to assign Government Surveyors for survey work.

7.4.5.6 **Surveyor General's Office**

These data are stored in the computer and maintain the Data Base.

7.4.6 Diary (Survey 211)

7.4.6.1 **General**

Diary is the document to keep a record of daily work done by Staff Officers.

7.4.6.2 Key features and contents in the Diaries

Diary is a brief account of work done daily. A summary has to be prepared at the end of each month including the following,

- (I) How the days of the month were spent.
- (II) The distance travelled officially and by official vehicle.
- (III) Achievement of targets and reasons for any shortfall.
- (IV) Important work outstanding and / or work carrying over to next month
- (V) Other matters of interest.

7.4.6.3 Use of diaries by relevant officers

The diary is used mainly as a source of information to ascertain what is happening as well as to see whether the senior officers are utilizing their time properly.

Matters of importance which should be brought to the notice of senior officers should be prepared in letter form in addition to being mentioned in the diary.

7.4.6.3 Matters to be included and indicated in the diaries by relevant officers

(I) Superintendent of Surveys

When diaries are maintained daily by the Superintendent of Surveys

- **At office Inspection**
 - (a) Examine the balance work available with the Government Surveyor and keep a record.
 - (b) Should keep a record of the plans examined, field books etc. examined.
 - (c) All the details of plans passed should be recorded.
- **At field inspection**
 - (a) At field inspections, reference to original field book pages, survey requisition number and, number of lines, number of kilometers etc. inspected and, comments on field work should be included.
 - (b) The time of departure and arrival, distance travelled and vehicle number should be included.
 - (c) The diary should be submitted to the Senior Superintendent of Surveys on the last day of every month.

(II) Senior Superintendent of Surveys

- (a) The Senior Superintendent of Surveys should also maintain a diary. Any important matters should be recorded.
- (b) Details about inspections should be mentioned briefly.
- (c) At the end of the month, the Senior Superintendent of Surveys should submit his diary to the Provincial Surveyor General along with the diaries of the Superintendent of Surveys / Assistant Superintendent of Surveys with his observations written on them. A copy of the diary of Superintendent of Surveys / Assistant Superintendent of Surveys should be filed in the District Survey Office.

(III) Provincial Surveyor general

- (a) The Provincial Surveyor General writes his own diary. At the end of the month, his diary should be forwarded to Head Office along with the diaries of the Senior Superintendent of Surveys with a comment of his observation on them.
- (b) A copy of the diary of Senior Superintendent and the diaries of Superintendent of Surveys / Assistant Superintendent of Surveys must be filed in the Provincial Office.

(IV) Institute of Surveying and Mapping

- (a) The Director of the Institute of Surveying and Mapping, Deputy Surveyor Generals, Senior Lecturers, Lecturers, Instructors, Officer in charge of camp should maintain their own diaries. At the end of the month, should submit to the relevant superior officer.
- (b) The Director should forward his own diary and the diaries of the Deputy Surveyor Generals with his observations written on them to the Additional Surveyor General (Central).
- (c) Other diaries should be filed and keep at the Institute of Surveying and Mapping.

7.4.7 Monthly Summary (As per digital format given)**7.4.7.1 General**

This is a report indicating, the quantum of survey work received, quantum of survey work completed, balance available, dates engaged to complete this amount of work in each types by each Government surveyor and other important details. It contains details of Annual Work Plan.

7.4.7.2 Key features and contents in Monthly Summary

Monthly summary includes following details

- (a) Details of survey requisitions for received anew.
- (b) The number of survey requisitions completed and issued copies of prints during the month, and the progress according to annual work plan.
- (c) Details of survey requisitions remaining according to the year and the category.
- (d) The number of days engaged by Government of Surveyors in each category of surveys and work completed, and the balance work
- (e) The progress of Sporadic Surveys, Engineering Surveys, Town Surveys, Channel Trace Surveys etc., separately.
- (f) The details of staff and vehicles, the number of days on duty by the officer during the month and distance travelled.
- (g) Apart from these, other important matters if any.

7.4.7.3 Preparation of monthly summaries by respective Officers

(I) Superintendent of Surveys

The Superintendent of Surveys should carefully prepare according to the digital formats given, using the schedule of requisition for surveys / Data Base available with him, the journals of Government Surveyors and other records. Along with soft copy of the report one printed copy also to be handed over to Senior Superintendent of Surveys along with monthly reports.

(II) Senior Superintendent of Surveys

The Senior Superintendent of Surveys should prepare his monthly summary in duplicate for the district after examining the extracts received from the Superintendent of Surveys /Assistant Superintendent of Surveys. Afterwards, his monthly summary and, one copy of summary of each Superintendent of Surveys / Assistant Superintendent of Surveys should be forwarded to Provincial Surveyor General along with monthly reports. Others should file and keep.

(III) Provincial Surveyor General

Provincial Surveyor Generals should carefully examine all the extracts and only the Superintendents' extracts must be submitted to the Surveyor General's office. Reports of other officers should be filed by him in the Provincial Office.

(IV) Surveyor General's Office

The extracts of Senior Superintendent of Surveys will again be examined in the Surveyor General's Office and study the progress of survey works, ways the targets have been completed, and the remaining works load in arrears.

7.4.8. **Bimsaviya Progress Report (PRS1, PRS2, PRS3)**

7.4.8.1 **General**

These reports express all information on completed cadastral plans and information on important steps from start to completion of cadastral map prepared by each surveyor on Bim Saviya program.

7.4.8.2 **Key features and contents in Bimsaviya Progress Report**

- **Monthly Report on completed cadastral maps (PRS1)**
This report gives information on completed cadastral maps such as no of lots, extents, date of certified and handed over by the Government and registered licensed surveyors
- **Fortnight Report on cadastral surveys which are work in progress (PRS2)**
This report gives information on cadastral surveys which are work in progress such as no of lots, extents, date of work commenced and estimated date of completion percentage of field and plan work completed, by each surveyor. The date of agreement sign and any extension granted for registered licensed surveyors also indicated in this report.
- **Report on sending of copies of completed cadastral maps (PRS3)**
This report gives information on completed cadastral maps such as no of lots, no. lots identified as which can be issue titles, prepared and balance cadastral maps.

7.4.8.3 **Use of Superintendent of Surveys**

Superintendent of Surveys should examine the progress report of surveyors and prepare these 3 reports should send through the senior superintendent of Surveys to title registration surveys branch in SGO on following days of the month.

PRS1 - 5th day of each month

PRS2 - 5th and 20th day of each month

PRS3 - 5th day of each month

7.4.8.3 **Use of Senior Superintendent of Surveys**

Senior Superintendent of Surveys (Bim Saviya) should personally check above report and certify. Then it has to be handed over to district Senior Superintendent of Surveys. He should compare and update his progress report and should send to SGO on due date by E-Mail or fax. Copies of all reports should be sent to the Provincial Surveyor General.

7.4.8.4 **Use of Provincial Surveyor General**

The Provincial Surveyor General too should check consent of these forms and should give instruction if necessary. He should keep files these copies with him and to be used for approving of payment vouchers etc.

7.5 Superintendent of Surveys should organize a monthly progress review meeting with all the surveyors in his party at one place on the last working day of each month. At this meeting he should collect all the monthly returns of Government Surveyors and the progress of the plans passed should be entered in the journal extract. Also, the Superintendent of Surveys should draw up the work plan and the assignment of vehicles for the next full month on this date itself.

7.6 Provincial Surveyor Generals and Senior Superintendents of Surveys should carefully scrutinize their Assistants' Diaries, Summaries and Progress Returns and, comment upon any matters of importance and convey such comments and observations to the respective Assistants for their guidance and actions where necessary.

7.7 Reports to be Prepared by Respective Officers

7.7.1 Reports to be prepared by a surveyor.

(a) Weekly:-

- (I) Surveyors Journal
- (II) Returns of other Surveys (Clearing Progress Diagrams etc.)

(b) Monthly:-

- (I) Surveyors Journal
- (II) Journal Extract
- (III) Surveyors' Schedule of Requisition for Surveys
- (IV) Returns for other Surveys (Field Progress Reports etc.)
- (V) Reports on special and urgent surveys
- (VI) Next month survey programme (Requisitions, vehicle, instrument)

Note:- The Supervising Officers should make special efforts to ensure that the Surveyors under him are filling these correctly and submitting on time.

7.7.2 Reporting by Superintendent of Surveys

The Superintendent of Surveys should carefully examine all the returns received by him from the Government Surveyors. The following reports prepared accordingly should be submitted to Senior Superintendent of Surveys on the due date.

- (I) Diary (Form 211) and **Inspection note form**
- (II) Monthly Summaries

- (III) Work programme for next month and any amendments to the work programme of previous month.
- (IV) Government Surveyor's schedule of requisition for surveys (Survey 426)
- (V) Journal extracts and master copies of journals of all the surveyors in the party
- (VI) Account of Survey Requisitions in Form Survey 4/93 (only Survey Requisitions issued by Divisional Secretaries should be included in this)
- (VII) Information on plans passed
- (VIII) Bim Basiya Reports
- (IX) In addition, any special reports requested by Surveyor General/Provincial Surveyor General/Senior Superintendent of Surveys

7.7.3 Reporting by Senior Superintendent of Surveys

The Senior Superintendent of Surveys should carefully examine all the returns received by him from the Superintendent of Surveys / Assistant Superintendent of Surveys. The following reports prepared accordingly should be submitted to Provincial Surveyor General on the due date.

- (I) His diary in form Survey 211 and the diaries of his Supervising Officers
- (II) Work programme for next month and any amendments to the work programme of previous month
- (III) His monthly summary and THE monthly summaries of his Supervising Officers (Survey 425)
- (IV) Journal extracts of all the Surveyors under him.
- (V) The copy of the Return of Map Sales which is to be sent to Surveyor General's Office. (Original will send directly to Superintendent of Map Publication)
- (VI) Accounts Returns that should be sent to **Provincial Surveyor General (Provincial)**.
- (VII) Returns on , issue of plans and Tracings.
- (VIII) Returns on Requisitions issued to Registered Licensed Surveyors
- (IX) Returns that should be sent on other surveys to Surveyor General's Office through Provincial Surveyor General
- (X) Retunes on Demarcation Surveys, Court commission surveys, issue of diagrams and public Tracings to be sent to the Snr DSG(DM&PD)
- (XI) Bimsaviay Retunes

- (XII) Quality Control reports
- (XIII) Report on collection of copies of licensed surveyors plan.
- (XIV) Land mark Report
- (XV) Daily Running Chart Report
- (XVI) In addition, any special reports requested by Surveyor General/Provincial Surveyor General

7.7.4 **Reporting by Provincial Surveyor General**

Provincial Surveyor Generals should send the following monthly returns and quarterly returns to Additional Surveyor General (Field)

7.7.4.1 **Monthly Returns**

- (I) His diary by Form Survey 211
- (III) Diaries submitted by Senior Superintendent of Surveys
- (IV) Monthly Summary for District submitted by Senior Superintendents of Surveys (Survey 425)
- (V) Details of Survey Requisitions (Survey 409)
- (VI) Monthly Report on Resources prepared for the Province (Survey 410)

7.7.4.2 The Return on Demarcation Surveys, Court Commission Surveys, and Issue of tracing diagrams to General Public should be sent to Senior Deputy Surveyor General **(DM&PD.)**

7.7.5 **Quarterly Returns**

Quarterly Progress Reports should be prepared digitally on given formats and using monthly reports received from the district at the Provincial surveyor General’s Office.

This reports should be sent to Additional Surveyor General(Field) and Senior Deputy Surveyor General (Resource Management) by E-mail and printed copy to be send to the Senior Deputy Surveyor General **(R.M.)**

a. Quarterly Report Submitted in January/April/July/October

1.1.1.1	Progress in Granting Increments for the staff
1.1.1.2	Progress of Completing Appraisals for the staff officers
1.1.2	Progress on completing / sending and receiving Leave files
1.2.1.1	Arrears of Survey Fees(Except Court Commission Surveys)
1.2.1.2	Arrears of Survey Fees - Court Commission Surveys
1.2.2	Recovering Advances
1.3.1	Request Allocation for Next Year Budget - Recurrent & Capital Votes (only for

	February)
1.3.2.1	Progress on Sending Annual Stores Verification Reports (year) to S.S. (E&S) (only for February & March)
1.3.2.2	Progress on Issuing Clearance for AVRR on Stores, (year.....) (only for April, May & June) (To be submitteb by Snr.DSG(RM))
1.4.1.1	Report on Vehicles Condition
1.4.1.2	Status Reports on Vehicle Accidents under F.R.
1.5.1	Repairs on Office buildings / Circuit Bungalows
1.5.2	Progress on New Office Building Construction (To be submitteb by Snr.DSG(RM))
1.6.1	Human Resources Data Base Returns
1.7.1	Information required for Media

b. Quarterly Report Submitted in March/June/Sep/Dec

2.1.1.	Progress on verification of Landmarks Accounts
2.2.1.1.	Schedule of Examinations Conducted at I.S.M. - To be prepared by Director (ISM)
2.2.1.2.	Schedule of Training Programs organised by S.S. (MDT)
2.2.3.	Map Sales
2.3.1.1.	Progress of Court Commission Surveys /Demarcations Surveys /Title Reg. Surveys
2.3.1.2.	Progress on Establishing G.C.PP / for Mapping / Other Survey Projects / Title Regn. - To be prepared by DSG(NEP)
2.5.1.	Progress on Preparation of Public Tracing / Diagrams
2.6.1.1.	Status on Service Agreements for Office Equipment and there conditions
2.6.1.2.	Status Report on Unserviceable Equipments/ Items Condemning Process (Only June & September)
2.7.1	Status Report on Lands / Buildings belongs to to the Survey Department
2.8.1	Status Report on Action taken for Losses/ Damages of Items under F.R.
2.9.1	Reports on missing Documents & Action taken
2.10.1.1	Human Resources Data base Return (GPS + HuRIS)
2.10.1.2	Information required for Media (word Document)

c. Quarterly Report Submitted in January/April/July/October

3.1.1	Status on Survey Requisitions - Work Load in Surveyor's Month
3.1.2	Progress of Annual Work Plan - Physical Performances in Surveyor's month
3.1.3	Surveys Progress for District and Parties
3.1.4	Progress of Individual G.SS
3.1.5	Progress of Cadastral Surveys(Bimsaviya)
3.2.1	Status of Action on Govt.Surveyor's Progress
3.3.1	Progress of Passing Plans/ Issue of Prints
3.4.1.1(a)	Usage of Recurrent Allocations/ Expenditure
3.4.1.1(b)	Usage of Recurrent Allocations/ Expenditure-Bimsaviya Programme
3.4.1.2(2001)	Usage of Capital Allocation / Expenditure-Maintenance of Buildings
3.4.1.2(2002)	Usage of Capital Allocation / Expenditure-Maintenance of Equipments

3.4.1.2(2003)	Usage of Capital Allocation / Expenditure-Maintenance of Vehicles
3.5.1	Request Allocation for Next Year Budget - Recurrent Votes (only for February?)
3.7.1	Verification of Vehicles (only for April)
3.8.1	Human Resources Data Base Returns (GPS+HuRIS)
3.9.1	Information Required for Media

7.8 Instruction Book

- (I) Every Government Surveyor should possess a numbered Instruction Book as a permanent store.
- (II) All instructions and remarks should be written clearly by the Supervising Officers.
- (III) Once an Instruction Book is full, a new book should be obtained without returning the old Book

7.9 Confidential reports and Performance Appraisals

7.9.1 Confidential Reports

Confidential reports on officers will be sent

- (I) To consider the grant of increment
- (II) When relevant officers are transferred
- (III) When there is a change in Supervision
- (IV) On retirement or resignation

7.9.1.1 Different confidential reports have been devised for each types of officers and employees.

7.9.1.2 All Officers who are called upon to submit confidential reports on their assistants must remember that their adverse reports are communicated to the assistants concerned even those necessitated by inexperience or by physical or temperamental defects already known to the officers and which could not be cured by them. Reports should therefore be couched in language which will leave no doubt as to its meaning in the minds of the assistants.

7.9.1.3 Confidential reports are filed in Officers' personal files in Head Office. The Supervising Officers must give very careful and accurate reports on their assistants. Supervising Officers must place on record during the year, either in the assistant's Instruction Book or by special letter to the assistant any failing which is likely to affect an increment when it becomes due. It is, otherwise, difficult for a Supervising Officer to review the work of an assistant correctly. In such cases, the Supervising officer must warn the assistant that unless there is an improvement he will be unable

to recommend him for his next increment. Confidential reports must give reference to such warnings and records.

7.9.1.4 Copies of old confidential reports issued by previous Supervising Officers should not be kept in officer's files maintained by Supervising Officers. A Supervising Officer is allowed to keep copies of only such confidential reports on his assistants as have been issued by himself since he took charge. These should be destroyed when he or his assistants are transferred.

7.9.1.5 Supervising officers must be prepared to substantiate their opinions and recommendations, if called upon to do so by the Surveyor General.

7.9.1.6 When an employee is incapable of discharging his duties satisfactorily through inexperience or by physical or temperamental defects already known to the employee and which cannot be cured by him, his attention should be drawn to this in writing when or at any time before making a confidential report on him. Any written protest or appeal from the officer against the adverse entry should be attached to the confidential report.

7.9.1.7 Officers who fail to report such defects, owing to motives of sentiment or compassion or for any other reason, will be held responsible for any government money that may have been wasted in retaining such inefficient employees in service.

7.9.1.8 Where such defects in an employee develop suddenly, between regular periods of confidential reports, the case should be reported in a special confidential letter.

7.9.1.9 When a Senior Superintendent of Surveys leaves his District, he must forward to Head Office through the Provincial Surveyor General confidential reports on the Superintendents, Surveyors, Draughtsmen, Clerks and other subordinate officers, and whole of the divisional staff. These confidential reports are sent for the consideration when their next increment becomes due. The same procedure must be followed out by a Supervising Officer, when he hands over charge of a party.

7.9.2 Performance Reports

- (I) To be filled at the beginning of the year by, **Evaluatee, Evaluator and Quantifier (or appraiser, appraisee and quantifier)** together.
- (II) The progress and targets should be checked during mid-year and enter the amendments if any by **appraiser, appraisee and quantifier**
- (III) Check about the progress at the end of the year and make entries by **appraiser, appraisee and quantifier (or Evaluatee, Evaluator and Quantifier)**
- (IV) The performance reports should be sent at the end of the year to include in the personal files of the relevant officers.

7.10 Change of Station of Provincial Surveyor General / Senior Superintendent of Surveys / Superintendent of Surveys

When his administration is to be handed over to another officer on change of station, a brief report on every aspect of works in his charge has to be prepared and hand over to the incoming officer, and copies should be forwarded to the immediate Superior Officer.

Annex I Chapter VII

Chapter VII

S.O. 7.4.1

Minimum daily work norms

Following daily norms has been defined on the basis of the surveyor can engage 5 to 6 hours on actual survey work considering the traveling time to the work site and on that time he can work continuously without any disturbance.

But due to practical situation, if norm indicated here could not achieve, it has to be reported in remark column of the journal.

In the case of surveying 4 to 5 instrument station and in the case of leveling 8 to 10 instrument station are expected to put by a surveyor in every field work hour.

Work Description		Minimum daily work norms
Detail Surveying		
1	Using Theodolite and Steel Tape	2 kilometers or 22 instrument stations per day
2	Using Total station	150 observations (Where in an environment 15 – 20 observations can get at one instrument station)
Demarcations of land allotments by stakes - Using Total station		
	15 allotments	Extent of allotment up to = 0.8 ha
	20 allotments	Extent of allotment up to = 0.5 ha
	30 allotments	Extent of allotment up to = 0.2 ha
Detail Leveling		
	Using Engineers Level	3 kilometers or 40 instrument stations per day
Level Line		
	Using Engineers Level	5 kilometers or 60 instrument stations per day
Precise Leveling		
	Leveling	26 instrument stations per day (4-5 instrument stations per hour)
Map Revision		
	1:50,000	Topographic Map – 25 square kilometers per day
	1:10,000	Topographic Map – 8 square kilometers per day

Control Traverse		
	Using Theodolite and Steel Tape	20 Treasury and detail line or 2.5 kilometers per day
	Using Total station	Minimum 5 instrument station with 5 kilometers per day
Preparation of Maps/ Plan		
	Using computer	60 allotments (Including all descriptions)
Area computation		
	Using computer	300 allotments
Preparation of Tenement List		
	Using computer	50 allotments

Completion Plan work – (amendments, proscriptions, comparison, reports etc.)

For small requisition one additional Day

For medium requisition 1 ½ additional Day

For large requisition 2 additional Day

60 cadastral map per day

Annex II Chapter VII

Chapter VII

S.O. 7.4.2

Description of Survey Categories in the Annual Work Plan
Normal Surveys

Category	Description of Category	Unit	Monthly Norm
2.1	Surveys for Land marking of improved allotments under LDO	Allotments/Lots	20/30
2.2(i)-a	Land marked surveys for vesting in state under the Land Grants (Special Provision) - with inner details	Hectares	30
2.2(i)-b	Land marked surveys for vesting in state under the Land Grants (Special Provision) - Only Outer boundary surveys	km	5
2.2(ii)	Land marking of Allotments as per BOP prepared	Allotments/Lots	20/30
2.3(i)-a	Alienation of Land parcels by staking out prior to their improvement, according to a prepared BOP (Extent \geq 0.4 Hectares)	Allotments	60
2.3(i)-b	Alienation of Land parcels by staking out prior to their improvement, according to a prepared BOP (0.1 Hectares $>$ Extent $>$ 0.4 Hectares)	Allotments	80
2.3(i)-c	Alienation of Land parcels by staking out prior to their improvement, according to a prepared BOP (0.1 Hectares \geq Extent)	Allotments	100
2.3(ii)	Land marking surveys of state land for vesting in a state agency or to issue a lease or grant diagram to a private organizations.	Allotments/Lots	20/30
2.4(i)-a	Detail surveys under section 2 of Land Acquisition act (Extent \leq 0.05 Hectares)	lots	35
2.4(i)-b	Detail surveys under section 2 of Land Acquisition act (Extent $>$ 0.05 Hectares)	lots	30
2.4(ii)	Land marking surveys under section 6 of the Land Acquisition act	lots	30
2.5(i)	Land marking surveys for vesting in the LRC- Outer Boundary only	km	5
2.5(i)	Land marking surveys for vesting in the LRC - With inner details	Hectares	30
2.5(ii)	Land marking surveys for statutory determination	Allotments/Lots	20/30
2.6(i)-a	Mics. Surveys (eg. forest surveys, initial surveys for preparation of BOP etc) - Only Outer boundary surveys	km	5
2.6(i)-b	Mics. Surveys (eg. forest surveys, initial surveys for preparation of BOP etc) - with	Hectares	30

	inner details		
2.6(i) -c	Mics. Surveys - (eg. As built surveys ..etc)	Lots	30
2.6(1)-d	Survey and Preparation of BOP	Allotments	100
2.6(1)-e	BOP preparation only	No of Reqns	4
2.6(1)-f	Court Commission Surveys	No of Reqns/lots	2/25
2.6(ii)	Mics. Surveys (eg. setting out FSLs etc)	km	12
2.7(i)	Setting out channels and roads and taking LCs and CSc (total leveled length)	km	12
2.7(ii)	Surveys for preparation of contour plans (Engineering surveys)	Hectares	20
2.7(iii)	Town surveys	Hectares/lots	20/30
2.8	Demarcation surveys	lots	15 SOs lots
2.9(i) -a	GCP surveys - point selection, prepare diagrams, pointing out selected points to GPS group etc.	Survey Points	15
2.9(i) -b	GCP surveys - point observation using GPS	Survey Points	15
2.9(ii)-a	GPS Surveys - 1st Order	Survey Points	7
2.9(ii)-b	GPS Surveys - 2nd Order	Survey Points	15
2.9(ii)-c	GPS Surveys - 3rd Order	Survey Points	25
2.9(ii)-d	GPS point selection, marking, preparation of diagrams, pointing out selected points to GPS group ..etc	Survey Points	15
2.11(i)-a	Map revision - 1: 50,000 Scale Topographic Maps - Average details	sqkm	400
2.11(i)-b	Map revision - 1: 50,000 Scale Topographic Maps - Heavy details	sqkm	500
2.11(i)-c	Map revision - 1: 10,000 Scale Topographic Maps - light details	sqkm	80
2.11(i)-d	Map revision - 1: 10,000 Scale Topographic Maps - Medium details	sqkm	60
2.11(i)-e	Map revision - 1: 10,000 Scale Topographic Maps - Heavy details	sqkm	40
Note :	1. In all the above cases where the surveys are small and survey plan, tracing or sup TL is produced the norm could be taken as 4 requisitions per month .		
	2. In all the above cases where the surveys are small and only report is produced the norm could be taken as 8 requisitions per month .		
	3. Norms of any survey other than the above will be decided by the Surveyor General with recommendation of Addl. Surveyor General(Field), Provincial Surveyor General & District Senior Superintendent of Surveys		

2.1 **L.D.O. Grants**

This refers to landmarking of improved allotments under the Land Development Ordinance and subsequent issue of grants. This is also referred to as the Swarnabhoomi program. The unit for this in the Annual Work Plan (AWP) is **allotments**. This unit should be used when reporting progress against the AWP.

2.2(I)-a **Land Grants (Special Provision) Vesting – Landmarking and Surveying with details inside.**

Under the Land Grants (Special Provisions) Act, the land belongs to the Land Reform Commission has to be vested in the state before it is alienated to the people. In addition to the survey of the area, the internal details should also be landmarked and survey. The unit for this in the AWP is **hectares**.

2.2(I)-b **Land Grants (Special Provision) Vesting**

Under the Land Grants (Special Provisions) Act, the land belongs to the Land Reform Commission has to be vested in the state before it is alienated to the people. This refers to such requisitions and is for the survey and landmarking the perimeter of the area to be vested. The unit for this in the AWP is **kilometers**.

2.2(II) **Landmarking allotments under Land Grants (Special Provision) Act**

This survey is the preparation of blocking out Diagrams for the LRC land vested in the state and landmarking the individual allotments in the blocking out diagram for alienation among people. The unit for this in the AWP is **allotments**.

2.3(I) **Miscellaneous Land Alienation (Staking Out)**

This refers to alienation of unimproved land which are initially staked out and given for subsequent landmarking once the allotments are improved. However, other staking out requisitions for land alienation, such as regularization of encroachments, should also include in this category. The norms are under three categories. The unit for this in the AWP is **allotments**

2.3(I)-a size of lot ≥ 0.4 ha

2.3(I)-b $0.1 \geq$ size of lot ≥ 0.4 ha

2.3(I)-c size of lot > 0.1 ha

2.3(II) **Miscellaneous Land Alienation (Landmarking)**

These are landmarking requisitions but different from categories 2.1 and 2.2 above in the sense that land alienated could be for state organizations, societies etc., but not for individuals. However, the perimeter survey and landmarking, and landmarking of individual allotments for National housing development Authority are included here. The unit for this in the AWP is **allotments**

2.4 **Acquisition under Section 2 and Section 5**

This is acquisition of private land for public purposes. The norms are under two categories. The unit for this in the AWP is **hectares**

2.4(I)-a size of lot ≤ 0.5 ha

2.4(I)-b size of lot ≥ 0.5 ha

2.5 **Land Reform Commission - Vesting and Statutory Determination**

2.5(I)-a Landmarking and survey only the outer boundary for vesting land under Land Reform Commission. The unit for this in the AWP is **kilometers**.

2.5(I)-b Landmarking and survey with internal details for vesting under Land Reform Commission. The unit for this in the AWP is **hectares**.

2.5(II) Landmarking and survey the Statutory Determination under Land Reform Commission. The unit for this in the AWP is **allotments**

2.6(I) **Miscellaneous Other Surveys**

Here the miscellaneous surveys are divided into six categories and targets are given.

2.6.(I)-a For Forest Surveys and the survey of only outer boundary surveys for the preparation of blocking out diagrams etc.. The unit for this in the AWP is **kilometers.**

2.6.(I)-b When internal details are also surveyed for the above surveys. The unit for this in the AWP is **hectares**

2.6.(I)-c Detailed surveys on land for the preparation of tracings (as build survey) - The unit for this in the AWP is **allotments.**

2.6.(I)-d Preparation of blocking out diagrams. The unit for this in the AWP is **No. of allotments.**

2.6.(I)-e Only preparation of blocking out diagram. The unit for this in the AWP is **No. of survey requisition/No. of allotments**

2.6.(I)-f Court Commission Surveys. The unit for this in the AWP is **No. of survey requisitions**

2.6.(II) **Miscellaneous Other Surveys**

Marking full supply level etc. are included here. The unit for this in the AWP is **kilometers**

2.7(I) **Channel Trace Surveys**

This involves setting out channels, leveling of L.S and cross sections and the preparation of a plan which may include profiles. The unit for this in the AWP is **kilometers**

2.7.(II) **Engineering Surveys**

This involves the preparation of a close-contour plan of an area. The unit for this in the AWP is **hectares**

27(III) **Town Surveys with contours.**

The unit for this in the AWP is **hectares**

2.8 **Demarcation Surveys**

These surveys are carried out in Block or Topographical Preliminary Plan areas on a memo issued by the Settlement Officer. This memo should be treated as the requisition for survey. The unit for this in the AWP is **hectares** and is the total extent of the lots in the Settlement Officer's memos that have been demarcated.

2.9(I) **G.P.S. Surveys**

Targets are defined under two categories. The unit for this in the AWP is the **No. of Points**

2.9.(I)-a Selection of points, preparation of diagrams and indicating points to survey party.

2.9.(I)-b Surveying the points using G.P.S. Instruments

2.9(II) **G.P.S. Surveys**

Targets are defined under four categories. The unit for this in the AWP is **No. of points**

2.9.(II)-a G.P.S. survey 1st **degree**

2.9.(II)-b G.P.S. survey 2nd **degree**

2.9.(II)-c G.P.S. survey 3rd **degree**

2.9.(II)-d Selection of points, preparation of diagrams and indicating points to survey party.

2.10 **Cadastral Surveys**

Progress of surveys for the settlement of titles to land is included here. The unit for this in the AWP is **allotment / hectares**

2.11(I) **Surveys for the revision of Maps**

Targets are defined under five categories. The unit for this in the AWP is **square kilometres**

2.11(I)-a Topographical maps of ! : 50000 scale – with medium details

2.11(I)-b Topographical maps of ! : 50000 scale – with large details

2.11(I)-c Topographical maps of ! : 10000 scale – with little details

2.11(I)-d Topographical maps of ! : 10000 scale - with medium details

2.11(II)-e Topographical maps of ! : 10000 scale - with large details

CHAPTER VIII**LEAVE****INDEX**

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CHAPTER VIII **LEAVE**

General(CHAPTERVIII)

- 8.1 The employees of the Survey Department have to act on chapters XII, XXIII and XXV of the Establishment Code when applying leave for different purposes. Methods of application of those regulations in the Survey Department have been indicated in this chapter.
- 8.2 When an officer reporting for duty on transfer or fresh appointment, he should inquire and get to know about the officer who is authorized to grant leave for him (S.O. 8.12 - 8.18) and it is the duty of the higher officer to educate his subordinate in this regard. Leave should not be availed of without the prior approval of the officer authorized to grant it. However, an officer may keep away from work, in anticipation of leave on following grounds,
- (a) Sickness
 - (b) Very urgent private affairs
- On such grounds an officer availing leave should, at his own expense, inform his immediate Superior Officer about his absence at his earliest possible opportunity.
- 8.3 Message of leave in an urgency (S.O. 8.2) may be given by way of a telegram message (or its substitutes) or telephone call or through a messenger and should indicate the period for which the leave is required.
- 8.4 If any extension of leave obtained is necessary, the officer concerned should inform the Superior again before the previous leave expires.
- 8.5 Field officer who wants to leaves his work station must inform it to his supervising officer and obtain the Supervising Officer's permission before his departure even if he leaves under the special circumstances given in S.O. 8.2 above.
- 8.6 An officer should apply leave only on the prescribed forms (General 125,126).

Leave Register

- 8.7 Every office must maintain a register on form General 190 to record the approved leave particulars of officers who work in that office.
- 8.8 In field, Superintendents of Surveys must maintain these records for the staff and Survey Field Assistants within their parties. All senior officers who inspect the work of Superintendent of Surveys must check these leave records.

Half- day Leave

- 8.9 Shortest period for which a leave application can be submitted is a half day. An officer applying for a half day leave has to work for not less than 3½ hours (excluding Lunch interval) either in morning or in the afternoon or in both sessions. In the case of minor employees, they have to work for not less than 4 hours (excluding Lunch interval).

Short Leave

- 8.10 All employees, except those who are engaged in field duties, are entitled for two short leaves of 1 ½ hours per month.
- 8.11 Every office should keep a register to record details of short leave granted to the officers working there.

Authority for Granting Leave

- 8.12 Various types of leave entitled to State officers have to be granted by Superiors who are duly delegated with power. This subject is described below very briefly for the information of officers in the department.. (S.O. 8.13 – 8.18)
- 8.13 Superintendent of Surveys can grant leave up to 03 days for the surveyors working directly under him and normal leave for other employees, except no pay and half pay leave. Surveyors leave over 3 days has to be referred to the Senior Superintendent of Surveys with his recommendation.
- 8.14 Technical and Administrative Officer in Province/District Offices can grant leave up to 03 days for the officers working directly under them and normal entitled leave for the minor employees working under them.
- 8.15 Senior Superintendent of Surveys in Province/District Offices grants normal entitled leave for surveyors, leave of other officers over 3 days and leave of Technical and Administrative Officer. Whenever necessary, Senior Superintendent of Surveys should place officers on no pay and half pay leave.
- 8.16 Leave to officers in branches of the Head Office is granted by Technical and Administrative Officer of the branch and the Heads of respective branches.
- 8.17 TAOO & Heads of Branches in Head Office have to obtain their leave from the relevant Senior Superintendent of Surveys or immediate senior officer in charge of the branch.
- 8.18 Deputy/Senior Deputy/Provincial Surveyor Generals can grant leave to Senior Superintendents of Surveys working under them and they should get leave approvals from relevant Additional Surveyor General.

Casual Leave

- 8.19 Casual leave can be obtained as per paragraph 5 of chapter XII of the Establishment Code.
- 8.20 An employee on his first appointment entitled to get 1/12 of casual leave out of 21 days per month.

Vacation Leave

- 8.21 Vacation leave can be obtained as per paragraph 8 of chapter XII of the Establishment Code.

Sick Leave

- 8.22 Sick Leave can be obtained as per paragraph 6 of chapter XII of the Establishment Code.

Sick Leave for Minor Employees

- 8.23 Sick Leave can be obtained as per paragraph 26 of chapters XII of the Establishment Code for Minor Employees.

Lapsed Leave

- 8.24 Lapsed Leave can be obtained as per paragraph 10 of chapter XII of the Establishment Code.

Lieu Leave

- 8.25 Lieu Leave can be obtained as per paragraph 7 of chapter XII of the Establishment Code.

Special Leave

- 8.26 Special Leave can be obtained as per paragraph 12 of chapter XII of the Establishment Code

Accident Leave

- 8.27 To obtain Accident Leave, it has to be acted as per paragraph 9 of chapter XII of the Establishment Code.
- 8.28 Accident leave, which has to be applied on the form General 5 in duplicate, has to be forwarded to the secretary to the ministry through proper channel.
- 8.29 If a person met with an accident while discharging official duties, injured person or another person has to report to his employer on form N, about the incident.
- 8.30 The supervision officer should hold an inquiry forthwith to ascertain the real cause of the injuries and submit a detailed statement with recorded statements from witnesses, to the Senior Superintendent of Surveys. In case of a Subordinate Officer, this inquiry will be held by a board appointed by the Senior Superintendent of Surveys.
- 8.31 Thereafter, the Senior Superintendent of Surveys should report on a Form 'Q' to the Commissioner of Workman Compensation with a copy to the Director of Establishment
- 8.32 Regarding the payment of compensation, the Surveyor General must send a report to the Director of Establishment. If death is occurred, the names and addresses of dependents should be give in this report.

Duty Leave

- 8.33 Duty Leave can be obtained as per paragraph 13 of chapter XII of the Establishment Code for duties which cannot be performed while attending to normal duties.

Maternity/Paternity Leave

- 8.34 When granting of Maternity Leave for lady officers, the regulations given in paragraph 18 of chapter XII of the Establishment Code have to be followed.
- 8.35 Wife of a permanent, temporary, casual or training government officer has given birth to a child, the officer is entitled to get this special Paternity Leave for 3 working days within 3 months from the birthday of the child. For this purpose he has to produce marriage certificate, birth certificate of child, and medical certificate on birth.

Leave Prior to Retirement

- 8.36 Leave Prior to Retirement for government servants can be obtained as per paragraph 11 of chapter XII of the Establishment Code.
- 8.37 Any officer who is made to retire on account of inefficiency is not entitled to leave prior to retirement.

Half Pay Leave

- 8.38 Half Pay leave can be granted as per paragraph 21 of chapter XII of the Establishment Code to officers who require continuing their leave on account of sickness but have already exhausted their full entitlement of vacation / sick leave.

Full Pay Study Leave

- 8.39 Full Pay Study Leave is granted to officers who will follow studies locally or abroad subject to the conditions stipulate in paragraph 14 and 23 of chapters XII and XV of the Establishment Code.
- 8.40 Before an officer is going on study leave abroad he should make necessary arrangements with the head of the Department to send his salary to bank account for such period. In such situation a live certificate and an acknowledgement for the receipt of salary should be produced monthly to receive the salary.

Earned Leave

- 8.41 Earned Leave can be granted as per paragraph 17 of chapter XII of the establishment code. Earned leave can be used to cover whole or part of the study leave period granted on no pay basis. The period such covered by earned leave is not liable to obligatory service. However the officers in permanent and pensionable service are entitled to reduce one month for each and every year of his service from the period of obligatory service.(Paragraph 16.4 to 16.15 of chapter XII of Establishment Code.)

Leave Files

- 8.42 Leave files of officers and employees should be maintained by the office or branch where the officer or employee is presently working. With regards to this below steps should be taken.
1. Relevant staff officers should see whether the entries regarding leave taken by officers or employees are properly made in the leave files and at the end of the year a summary of leave taken by each officer or employee have been forwarded to relevant branch for filing in the personal files. A copy of the same should be filed in the leave file.
 2. When an officer moves or transfers to another office or branch his leave file should be sent to relevant office or branch.
 3. It would be sufficient at to keep leave applications in the safe custody for a period of 3 years. However, the leave applications subject to disciplinary actions have to be retained further until the case is over.

Incomplete Leave Applications

- 8.43 Only the duly filled leave applications should be accepted for granting leave. Therefore the leave applications should be checked for completeness and incomplete leave application should be returned.

Placing of Officers on No pay

- 8.44 Any officer, who acts out of prescribed procedure for getting leave and who has finished the entitled full pay or half pay leave, has to be placed on no pay by the authorized officer. At the same time it has to be informed to the relevant authorities to take disciplinary actions against such officers. When an officer placed on no pay, he should be informed with the reasons as to why he has been placed on no pay and acted as per S.O. 8.45.
- 8.45 When an officer places on no pay or half pay, it has to be informed to salary paying officer for necessary deductions from the salary. Copies of the same letter should be sent to the internal audit and personal file. At the receipt of such notice, the salary paying officer should make necessary salary deduction and inform the deduction in writing to the internal audit and personal file.

No-Pay Leave for Study / Foreign Employment Abroad

- 8.46 No-pay leave for study / employment abroad is granted up to a total period of 5 years. No-pay leave are given under the regulation stipulated in paragraph 16 and 5 of Chapters XII and XV of the Establishment Code respectively.
- 8.47 Before apply No-pay leave for study / employment abroad, officer should get clearance for government stores and Loans taken from the government.

CHAPTER IX
DOCUMENTS AND RECORDS MANagements

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CHAPTER IX

DOCUMENTS AND RECORDS MANagements

Document and Records

9.1 Most valuable assets of the Survey Department are different kind of Maps and Plans and related documents, Field sheets, Field Books, Engineering survey Sheets, printing plates, Final positive and negative sheets and registers, list books etc. Documents produced from the inception of the department are being systematically preserved and maintained updated. In the resent past with development of the technology some above documents have been converted or changed in to digital formats and those digital documents also have to be preserved systematically. Therefore in this chapter all kind of production of the department have been commonly referred as “documents” and introduced all necessary steps for maintain, preservation security of those documents. When copies of those documents have to be sold or issued to the individual or organizations, it has to be done on normal government laws and regulations.

Records to be filed in Records Management unit of the Surveyor General’s Office

9.2(a) Records to be filed in Central Record Room in the Surveyor General’s Office

- (1) Original Block Survey Records (not sheets or plans)
- (2) Old Field Sheets covered by Block Surveys
- (3) Waste Land Ordinance sheets
- (4) Road Contracts Survey plans
- (5) Railway Roll plans
- (6) Certificates of Quiet Possession sheets
- (7) Engineering Surveys

9.2(b) Records to be filed in Verification Record Room in the Surveyor General’s Office

(i) Original of following plans

1	Title Plans (TP)	5	Crown Land Plans (CLP),
2	Preliminary Plans (PP){ Preliminary Plan “S” (PPS), Preliminary Plan “A” (PPA) }	6	Forest Survey Preliminary Plans (FSPP)
3	Irrigation Surveys Preliminary Plans (ISPP)	7	Chena Plans (Chena PP)
4	Miscellaneous Survey Preliminary Plans (MSPP)	8	Town Survey Preliminary Plans (TSPP)

(ii) Certified copies of plans relevant to

1	Preliminary Plans with District Index	7	Cadastral Maps
2	Final Village Plans (FVP)	8	Final Colony Plans (FCP)
3	Final Topographical Plans (FTP)	9	Final Urban Plans (FUP)
4	Final Settlement Plans (FSP)	10	Colony Plans (CP)
5	Town Survey Preliminary Plans (TSPP))	11	Village Plans (VP)
6	Topographical Preliminary Plans (TOPOPP)	12	Village Tank Survey Sheets

(iii) Following digital data/maps should be systematically and securely stored

1	Security copies of Scanned Maps and Field sheets (Scan Map Database) at District survey office (to be updated Annually)
2	Security copies of Automated Document Information Database(ADITS Database) of Map, Field sheets and documents (to be updated Annually)
3	Scanned Maps and Field sheets at Surveyor General's Office (Scan Map Database)
4	Security copies containing digital maps and data, received from Mapping, Land information, Geographic information system, Air surveys and remote sensing branches of Surveyor General's Office

(iv) 16 chains to 1 inch and 1:10,000 Record Diagrams

Documents to be filed at of District and Divisional Survey Offices

9.3(a) Following documents to be filed at District Survey Offices in systemically in a way any document can be traced without any difficulty.

- (i) All Field Books
- (ii) All Field Sheets of Map/Plans, Tenement lists, Senior S.S.'s Copy and extra copy of maps/Plans, and Digital files of maps/Plans prepared in digital technology relevant to following surveys done by the survey Department.

1	Preliminary Plans with District Index	8	Cadastral Maps
2	Final Village Plans (FVP)	9	Final Urban Plans (FUP)
3	Village Plans (VP)	10	Final Colony Plans (FCP)
4	Town Survey Preliminary Plans (TSPP)	11	Colony Plans (CP)
5	Final Topographical Plans (FTP)	12	Court Commission Surveys
6	Topographical Preliminary Plans (TOPOPP)	13	Final Settlement Plans (FSP)
7	Village Tank Survey Sheets	14	Advance Tracing

- (iii) Level Books considered being of use
- (iv) Engineering Survey sheets – Digital Maps and printed hard copy
- (v) Town Survey sheets and Town Contour Survey sheets
- (vi) Senior Superintendent of Surveys' copies of 1 : 10000 and 16 ch. Record Diagrams
- (vii) 1:4,000 and 4 Chain Scale Key Diagrams
- (viii) Files of Survey Requisitions

- (ix) Coordinate sheets, Travers diagrams and Location Diagrams (to be plotted as old details in one inch sheet and new details in 1:50,000 sheets) of following Traverses and GPS control pints to be maintain at District Survey office.

1	Primary Traverses	4	GPS control points
2	Secondary Traverses	5	EDM Traverses
3	Tertiary Traverses	6	Tertiary Level Line

- (x) Securing Hards disks and properly labeled back up CDD (Compact Disks) which contain ADITS Database (Automated Document Information Database) and Scan Map Database. These two Databases have to be kept updated with day to day work. At the end of the year full backup should be sent to the Survey General Office in addition to scan CD sends monthly.
- (xi) Maintaining a cadastral Map data base and digital Map data base in respect of map prepared by digital technology with properly labeled Compact Disk Backups. All these digital data should be send to the LIS branch at SGO as per DSR.
- (xii) Maintaining separate ledgers for the issue of diagrams (V,L,S,O Diagrams)

Documents to be filed at Divisional Survey Office

9.3(b) Following documents to be safely filed at Divisional Survey Offices in systematic manner in which a document can be traced without any difficulty.

- (i) Field copies of Final Topographical Plans (FTP), Final village plans (FVP) and Cadastral Plans
- (ii) Field copies of 16 Ch. and 1:10000 Record Diagrams
- (iii) GPS control point information of the division and control point established in cadastral areas with reference to relevant cadastral map number.
- (iv) Protection of hard disk and properly labeled CDD and maintain Digital Map Database for All Digital Maps, connected TL and Field records as per DSR Chapters on Digital Mapping and Cadastral Mapping.
- (v) Copy of ADITS database and Scan Map Database should be maintained for the reference of the surveyors assigned to divisional survey office. These data bases should be updated half yearly.

Documents not issued to field

9.4 Senior Superintendent of Surveys' copy of the following documents maintained at District Survey Offices should not be issued to field.

- (1) 16 chain and 1: 10,000 Record diagrams
 (2) F.V.P., F.T.P and Cadastral Plans and Connected Tenement lists

Documents at Air Survey Branch

- 9.5 Following documents to be safely filed at Air Survey Branch in systematic manner in which a document can be traced without any difficulty.
1. Photogrammetrically plotted plane table sheets.
 2. Air Survey Photographs
 3. Flight Diagrams
 4. Negatives of air photographs
 5. Positives of air photographs
 6. Digital data collected from Air photographs.
 7. Meta Data file and Data Dictionary for all kind of digital data produced or published by the branch
- 9.6 Daily plotting data can be lost/destroyed due to power failures or breakdown of computers. Therefore the backups of those digital files have to be kept securely and those should be handed over to the head of the branch through the computer network at the end of day/ week/ month. Head of the branch should take necessary actions to save and protect received files in a separate hard disk, to save and protect received digital data of completed maps in a separate hard disk and to hand over additional copy of digital data of completed maps to the Senior Supdt. of Survey (Air Survey). At the end of every month an additional copy of completed work saved in a hard disk should be kept in the safety locker which is at the custody of Deputy Surveyor General (LIS/GIS) for security. Those copies should be taken at updated and kept again in the same safety locker monthly. Similar actions should be taken for the digital data collected that the photo lab of the Air Survey Branch.

Documents at Mapping Branch

- 9.7 Following documents to be filed at Mapping Branch in systemically in a way any document can be traced without any difficulty.
1. Final scribing Sheets, positive/negative sheets and printing plates in respect of all printed maps.
 2. Digital Maps and Digital Data of any map produced either published by using computer or litho printing Mechanism.
 3. Meta Data file and Data Dictionary for all kind of digital data produced or published by the branch
- 9.8 Daily editing data of mapping branch can be lost/destroyed due to power failures or breakdown of computers. Therefore backups of those digital files have to be kept securely and at the end of the day/week/month those should be sent to the head of the branch through the network. Head of the branch should save and protect received files in separate hard disk in systematic manner and hand over a copy of digital data of completed maps saved in additional hard disk to the Senior Superintendent of Surveys (Mapping). At the end of every month an additional copy of completed tasks saved in a hard disk should be kept in the safety locker under the custody of the Senior Deputy

Surveyor General (Mapping) for security. Those copies should be taken out, updated and kept again in the same safety locker monthly.

Documents at Geographic Information System Branch

- 9.9 Following documents to be filed at Geographic Information System Branch systemically in a way that any document can be traced without any difficulty.
1. Geographic Information System Base Databases
 2. Relevant Digital Data and Maps
 3. Mata Data file and data dictionary for all kind of digital data produced or published by the branch.
- 9.10 Daily editing and plotting data can be lost/ destroyed due to power failures or breakdown of computers. Therefore backups of those digital files have to be kept securely and at the end of the day/week/month those should be sent to the head of the branch through the network. Head of the branch should save and protect files received from technicians in separate hard disk in systematic manner. and handover a copy of digital data of completed map saved in a additional hard disk to the Senior Superintendent of Surveys (GIS). At the end of every month an additional copy of completed work saved in a hard disk should be kept in safety locker at the custody of the Deputy Surveyor General (Geographic Information System) for security. Those copies should be taken out, updated and kept again in the same safety locker monthly.

Documents and web site at Land Information System Branch

- 9.11 Land Information System Branch should maintain a website for Land Information System covering entire Sri Lanka subject to availability of Digital Maps. Following documents to be filed at Geographic Information System Branch systemically in a way that any document can be traced without any difficulty.
1. Digital data, Maps and relevant documents received from District Survey Office.
 2. Digital data, Maps and relevant documents produced/ published by the branch
 3. Mata Data file and Data Dictionary for all kind of digital data produced or published by the branch should be maintained
- 9.12 Land Information System should be kept updated with all new surveys.
- 9.13 Daily editing and plotting data can be lost/ destroyed due to power failures or breakdown of computers. Therefore backups of those digital files have to be kept securely and at the end of the day/week/month those should be sent to the head of the branch through the network. Head of the branch should save and protect files received from technicians in separate hard disk in systematic manner. Save completed work in separate hard disk and hand over additional copy of completed work in separate hard disk and hand over a copy of digital data of completed maps saved in a additional hard disk to the Senior Superintendent of Surveys (LIS). At the end of every month an

additional copy of completed work saved in a hard disk should be kept in the safety locker at the custody of Deputy Surveyor General (LIS/GIS) for security. Those copies should be taken out, updated and kept again in the same safety locker monthly.

Documents at Remote Sensing Branch

9.14 Following documents to be filed at Remote Sensing Branch in systemically in a way that any document can be traced without any difficulty.

1. Digital data/maps produced by the Interpretation of Satellite Images
2. Satellite Images
3. Digital Satellite Images
4. Meta Data file and Data Dictionary for all kind of digital data produced or published by the branch.

9.15 Daily editing and plotting data can be lost/destroyed due to power failures or breakdown of computers. Therefore backups of those digital files have to be kept securely and at the end of the day/week/month those should be sent to the head of the branch through the network. Head of the branch should save files received from the technicians in separate hard disk in systematic manner. Save completed work in separate hard disk and hand over a copy of completed work in separate hard disk to the Senior Superintendent of Surveys (Remote Sensing). At the end of every month an additional copy of completed work saved in a hard disk should be kept in the safety locker which is at the custody of Deputy Surveyor General (LIS/GIS) for security. Those copies should be taken at updated and kept again in the same safety locker monthly.

Documents at Geodetic Survey Branch

9.16 Following documents in respect of the Geodetic control network of Sri Lanka to be filed systemically in a way that any document can be traced without any difficulty in Geodetic Survey Branch at Institute of Surveying and Mapping, Diyathalawa

1. Triangulation
 - (i) Shot Diagrams
 - (ii) Observation books
 - (iii) Abstracts of Observations
 - (iv) Angle Sheets
 - (v) Bearing Books
 - (vi) Trigonometric Station Description Records
2. Leveling
 - (i) Permanent extracts of Primary and Secondary level lines.
 - (ii) Bench Mark sketches of Primary and Secondary level lines
 - (iii) Level books of Primary and Secondary level lines
3. Global Positioning System Control Point network
 - (i) Global Positioning System Control Point information Ledger

- (ii) Digital files of Global Positioning System Control Point information
- (iii) Dead measurements of Global Positioning System Control Point

Backups of Digital file of control point information should be taken in hard dick monthly and kept them in safety locker under the custody of Senior deputy Surveyor general(Training). Those should be taken out, updated and kept again in the same safety locker monthly.

Registers of Documents to be maintained at District Survey Office

- 9.17 Senior Superintendent of Surveys should also maintain separate registers on CR books in addition to the **database** for following documents. There are registers for old documents and those should be kept securely. When preparation of registers for new maps and plans enough number of columns should be added to accommodate all relevant information of the documents.

1	Block Survey Sheets	10	Topographical Preliminary Plan Sheets
2	Engineering Survey Sheets	11	Village Tank Survey Sheets
3	FTPP and F.V.P. (Copies of Senior Superintendent of Surveys)	12	FTP and F.V.P. (Additional copies)
4	FTP and FVP Sheets	13	Town Survey field sheets
5	Town Survey Preliminary Plans	14	Co-ordinate sheets of all orders
6	Cadastral Map	15	P.P.
7	F.C.P	16	F.S.P.P
8	I.S.P.P.	17	Court Commission Surveys
9	Control Points	18	Advance Tracing

Document Databases at District Survey Office

- 9.18 The Senior Superintendent of Surveys should maintain a **database** for all the documents chargeable to him using **ADITS software**. All fields of **ADITS** database should be kept filled and completed. At the Same time he has to maintain Scan Map Database by Scanning all documents in the district. He should get scan images of Old plans (PPs) from head office make it complete. New Maps and Plans received from the field should be entered into ADITS database and Scan Map Data base before put into racks. Backup of **ADITS** database should be taken daily and those should be kept safely for security.
- 9.19 The **ADITS** database should be used to issue of documents for temporary use and all issues and receipts of documents should be entered at the same time. And receipts should be entered into **ADITS** database and no other ledgers should be maintained. In the event of non functionality of the computer, signature should be obtained on a copy of the letter of request of document and this should be entered into computer as soon as the computer is in working order. This data base should be maintained systematically to trace whether a document has been available or issued or if issued, to whom and when it has been issued etc.
- 9.20 Any document issued to the field should be retuned on the noticed from issuing office. If that document is further needed, request can be made to keep it for reasonable period and issuing authority can make final decision on it.

- 9.21 Documents at different branches of Surveyor General's Office and the Geodetic Survey Branch in the Institute of Surveying and Mapping should also be maintained with computerized database to record all issues, receipts and adding new documents.

Voucher System

- 9.22 Voucher generated by the **ADITS** software should be signed by the officer for the receipt of documents. Issuing should be done after writing the name, designation and date just below the above signature. When an acceptable messenger has been sent to collect documents. These can be issued after obtaining the signature of the messenger, on one of the two copies of vouchers. This should be attached to the application letter appointing the messenger and filed it in the folder allocated to that officer. Second copy should be sent for the officer's signature along with the messenger. Messenger end filed it in the folder allocated for that office.

Application for Documents

- 9.23 Requisitions should be addressed to the office in which the documents are filed. If any documents is required from Head office, the application should be forwarded through Senior Superintendent of Survey. In this applications the name designation of the applicant and the date should be legibly written just below his signature or his signature can be followed by his official frank and date. The applicant should indicate the survey requisition number in his application.
- 9.24 Officers should apply only for the actually required documents in order to avoid damage caused by continuous transport and unnecessary handling.
- 9.25 When applying for Field Books and Level Books the number of the book should be specified. As a rule, the number of a field book showing a particular survey can be obtained from the Tenement List, Field Sheet or other Field Books.

When field sheets are applying, the exact field sheet numbers or the numbers of the Preliminary Plans, or Title Plans or if possible its name, by which the sheets can be identified, should be given.

Within a Block Survey or Final Village Plan areas, if the number of the field book cannot be ascertained, the lot number should be quoted.

Outside Block Survey areas, when the number of a field book cannot be ascertained in the District Survey Offices, inquiry should be made from the Head Office, giving full particulars of the old work such as Title Plan numbers, Preliminary Plans and Lot numbers, Surveyors name, date and nature of survey, and name of village, to trace if possible, the number of the field book (some of the older title plans numbered 50000 and below, and surveys prior to 1856 have no record of Field Books)

- 9.26 Before a Surveyor applies for a Field Sheets from the District Survey Office he should inquire from the Surveyors working in the vicinity.

- 9.27 If the exact number of a sheet is not known, the applicant should state the number of “4 chain sheet or sheets” where the work falls and forward a 16 chain or 1:10,000 scale tracing drawn in pencil showing the approximate position of the new work, in relation to the old survey details. In that tracing the old details should be shown in ink and the new work in pencil.
- 9.28 When giving the Title Plan or Preliminary Plan numbers, officers should clearly state whether they require only the original sheets of the Titles Plans or Preliminary Plans, or Preliminary Plans and its tenement information where Title plans appear.
- 9.29 If a field sheet applied for is too old to be issued to field (i.e. if it is stamped “Not to go to field”) the applicant will be informed accordingly. He should then apply to the District Survey Office quoting the area, for tracing from the old sheet. Such tracings will be issued by the District Survey Office if the sheet is suitable for the preparation of tracings. If the sheet is not suitable for the preparation of tracings, such applications will be forwarded to the Document Management and Professional Standard Branch for the issue of tracings from the Title Plans or Preliminary Plans.
- 9.30 The numbers of the existing sheets must not be altered without the permission from the District Senior Superintendent of Surveys.

Register of Documents

- 9.31 Every officer must keep a record of all the documents with him in a bound Register and which should be made available at any time. It is the responsibility of the officer not to keep any document without entering into that list. Only one document should be entered in one line of the document register with adequate details to identify the documents.

Care of Documents

- 9.32 The Supervising Officers must impress upon their assistants the necessity for taking the greatest care of all the documents. Documents have to be checked by provincial Surveyor General’s, Senior Superintendent of Surveys, Technical and Administrative officers and Officer in-charge of document room regularly. When a custody of a document is given to a officer either temporarily or permanently, he has to hold the responsibility for the safety, careful handling and safe returning of that document.
- 9.33 The Superintendent of Surveys should see that the Surveyors take precautions to prevent damages to documents available in the Surveyor’s office.
- 9.34 When a Surveyor is likely to be away for more than one month from his office, the Surveyor should handover all the documents available with him to the Superintendent of Surveys. Otherwise, the Superintendent of Surveys should make any other suitable arrangements if he considers necessary.
- 9.35 Field sheets should not be taken to the field for reference or investigation.
- 9.36 Field Books should not be given to Survey Field Assistants for the purpose of searching for old pickets. Any information required by a Survey Field Assistant from a

field book for the purpose of such work, It must be supplied to Survey Field Assistant only in the form of notes copied from the field books.

- 9.37 When plan work is being attended to, a sheet must not be bent over the edge of the table. That portion of the sheet which is not actually being worked upon should be kept covered. When sheets are not in use, They should be kept flat in flat plan boxes or almirahs.
- 9.38 Field sheets should be examined at frequent intervals to ensure that they are free from mildew. If any traces of mildew are noticed, suitable actions must be taken to remove mildew by the relevant officer in charge of the documents.
- 9.39 If documents have been exposed to infected areas, they should be kept in the open air and sun for about 10 minutes daily for a few days.
- 9.40 Officers of all categories are prohibited from smoking or drinking tea or other beverages while attending to plan work or examination of plans so as to avoid possibility of damage to plans and documents.
- 9.41 Field books and level books should be taken to the field in water proof bags and used with stiff cardboard "Field Book" covers. When field books are not in use, they should be stored in tin-lined plan boxes and never in the drawers of writing desks as they are liable to be damaged by rodents or vermin or white ants.
- 9.42 The first person to notice any damage to a document should ring the damaged portion in pencil, make a note "reported by me" with his name and date in pencil and submit the matter to his Supervising Officer, who will, if necessary, report the damage to the Senior Superintendent of Surveys.
- 9.43 Documents should be examined before handing over and on receipt and damages should be reported immediately. In the case of Field Books and Level Books missing pages also should be reported.
- 9.44 If loss, damage or destruction of any document/documents have been reported on, the relevant officers have to take following actions and investigation has to be conducted as per financial regulations to identify responsible person for such incident and should fine under disciplinary procedure and surcharge lost as per [Annex 1](#).
- (a) The incident should be reported immediately with full details to District Senior Superintendent of Surveys who should inform the incident to the Senior Deputy Surveyor General (Document Management & Professional Standard) through his Provincial Surveyor General
 - (b) If theft or fraud has happened it should be reported to police immediately.
 - (c) District Senior Superintendent of Surveys should conduct preliminary investigation immediately to identify the responsible officers for the incident and report without delay to Provincial Surveyor General who should take further actions.

- (d) Senior Deputy Surveyor General (Document Management & Professional Standard) has to take actions to fine and surcharge the damage or lost from the responsible officers for that incident.
 - (e) Adequate protective actions should be taken to prevent happening similar incident in future by relevant officers.
- 9.45 No document should be transferred from one officer to another, unless instructed to do so in advance by the Senior Superintendent of Surveys.
- 9.46 If another officer requires a document for a period of less than one week, it may be given to him obtaining a receipt temporarily without informing the Senior Superintendent of Surveys.
- 9.47 If a document is transferred according to Para 9.45 above the new holder of the document will be issued a voucher to sign and return to the Senior Superintendent of Surveys, who should then cancel and return the voucher of the previous holder.
- 9.48 Senior Superintendent of Surveys need not to be informed of temporary transfers of documents between superintendent of Surveys and Surveyors in his party or between surveyors of the party at the instruction of Superintended of Surveys, but a temporary receipt should be obtained for the transaction. Until the documents are finally sent with completed work, the field sheets and field books sent for the instruction of Senior Superintendent of Surveys will not be registered as transferred.
- 9.49 Permanent Documents should on no account be taken from one District to another, when the officer goes on transfer.

Return of Documents

- 9.50 Officers should retain only the documents required for the requisitions in hand. Documents not required including all the documents of completed requisitions should be returned.
- 9.51 Officers will be held responsible for all the documents issued to them until their original receipts are returned. They should therefore invite attention if such receipts are not returned to them or letter receiver indicating release of responsibility of documents, within ten days of dispatch of the documents.
- 9.52 If any documents received in a batch are returned separately, the officer should request the issuing office to strike off those documents from the list or voucher and to inform him that action.
- 9.53 When returning documents to District Survey Office, those required in connection with completed new work and those no longer required should be sent separately.

Transport of Documents

- 9.54 Documents should be transported well covered only either the personally by the officer who obtained the document or his subordinate authorized by him. Responsibility of securely transporting documents lies with the officer who obtained documents.
- 9.55 Large batches of sheets, or sheets mounted on canvas / heavy cloth must always be transported in plan boxes.
- 9.56 When sheets are transported in flat plan boxes small pieces of papers must be placed carefully on the sheets to keep the sheets flat while transporting.

New Sheets, New Level Books and New Field Books

- 9.57 Stocks of new sheets, level books and field books are limited. Senior Superintendents of Surveys should inform Head Office two or three months ahead when large quantities of these are likely to be required.
- 9.58 Officers should not carry surplus stocks of blank sheets, field books or level books, as they deteriorate rapidly in the field.
- 9.59 Drawing sheets are issued in four basic types:
- (i) A3 sheets with basic heading and a blue grid of 6 squares by 5 squares
 - (ii) A3 sheets with basic heading without grids
 - (iii) A3 sheets – These basic sheets are converted in the Drawing Office to any kind as required in field.
 - (iv) Blue grid and 1:10,000 sheet number printed reference sheets
- 9.60 New field sheets, field books and level books will be issued by Senior Superintendent of Surveys (Map Publications) only to District Senior Superintendents of Surveys. The books are numbered and registered in the Map Publication Branch before they are issued.
- 9.61 New level books for primary and secondary levelling should be obtained from the Senior Superintendent of Surveys (Geodetic).
- 9.62 As far as possible, Senior Superintendents of Surveys should issue unused field books and level books in numerical order.
- 9.63 Numbered field books and level books must on no account be used for any purpose other than recording field work.
- 9.64 Detail level books will be destroyed after issuing prints of Engineering Survey plan. Minor and Tertiary level books should be retained until the blocking out surveys are over. The Senior Superintendents of Surveys must personally scrutinize these books before he orders destruction.

Before any level books are destroyed, the Senior Superintendents of Surveys must ensure that the sketches of the benchmarks in those level books are in his files and verify details of tertiary level books with the register of Senior Superintendent of Surveys (Geodetic).

Annual Verification of Documents

- 9.65 Annual verification of document is kind of Survey performs to certify that the every document is physically seen by at least two officers personally. Therefore the documents not further required to survey and issue of prints should be listed, impressed with seal “Do not issue to field” and kept in cupboards under lock and key. Thereby these documents can be taken as existing without verifying them annually.
- 9.66 Senior Superintendents of Surveys should verify annually weather the field books, level books, field sheets and other records chargeable to the district are actually in the Record room possession or in the field and report results to the Head Office, not later than October, 31. In this report it should be clearly indicated damaged, lost, and re-found document with relevant dates.
- 9.67 At the end of the Annual Verification of documents, the Senior Superintendents of Surveys must issue to every officer holding documents of the District, a certificate stating whether the records of documents maintained by the individual officer agree with the records maintained in the District Office.
- 9.68 When it is necessary to change the Officer in charge of the Record Room, the new officer should perform a verification of all records before taking over duties by him. Probably about one month would be necessary for this verification.
- 9.69 After the annual verification of documents, if any document found to be missing or damaged, actions have to be taken as per S.O. 9.44 even if the officer responsible is a field officer, or a officer in District or Divisional Survey Office.

Issue of Copies of Documents and Records

- 9.70 Every officer in the Survey Department should work keeping in mind that it is the responsibility to work their best to quickly fulfill the needs of the customers coming to obtain copies of documents and records. The copies of documents and records should be issued only from District Survey Office and the respective Branches of S.G.O. after taking prescribed fees. Relevant fees are published in Survey Department Website (www.survey.gov.lk). If any special types of copies have to be issued, It can be issued after taking approval from Provincial Surveyor General for a suitable estimate prepared for the issue.
- 9.71 Illegal photocopies and copies of digital data can be easily issued by the officers who produce those documents, use those documents and have access to those documents. Therefore supervising officers have to identify such possibilities and take suitable preventive action to stop such issues accordingly.
- 9.72 Written request should make by Registered Licensed Surveyors to obtain extract of the old documents and it has to be approved by the Senior Superintendent of Surveys. The

Registered Licensed Surveyor who requires the information to carry out the survey undertaken should personally come and take over the survey data and documents. They should charge for this as per prices indicated current circulars published by Surveyor General.

- 9.73 Applications received from the general public, Lawyers, State departments, Local government bodies, Corporations etc must be processed by the District Survey Office. If an application received for document filed in Document Management Branch in S.G.O., it should be obtained from SGO and issued after taking prescribed fees. Regarding the issue of Plans etc, the necessary instructions should be obtained from the Document Management Branch.

Annex 1 CHAPTER IX

S.O. 9.44

As per field staff circular 7/98

Surcharges of Damages

Amounts to be surcharged are as follows;

Type of Document	Amount to be Surcharges
i) Field Books	
a) Used Field Books	Rs. 20,000/- per book
b) New (unused) Field Books	Rs. 100/- - do -
ii) Field Sheets	
a) Field Sheet – Full Size (A1 Size or bigger)	Rs. 60,000/- per sheet
b) Field Sheet – Half Size (A2 Size or bigger)	Rs. 40,000/- per sheet
c) Quarter Field Sheet (A3 Size or bigger)	
1) 1st page of a plan	Rs. 25,000/-
2) Any other page	Rs. 15,000/- per sheet
3) T.L. page	Rs. 1,000/- per sheet
iii) Co-ordinate Sheets	
Primary Traverse	Rs. 2,000/-
Secondary Traverse	Rs. 1,500/-
Tertiary Traverse	Rs. 1,000/-
Detail Traverse	Rs. 500/-
iv) Other Plans	
Any Finally Settled Plan	Rs. 30,000/- per plan
T.L. of any Finally Settled Plan	Rs. 20,000/- per plan
Any VP, Topo. PP etc.	Rs. 30,000/- per plan
T.L. of VP, Topo. PP etc.	Rs. 20,000/- per plan
v) 16 ch. RD.	Rs. 1,000/- per diagram
vi) Any Other Key Sheet	Rs. 10,000/- per sheet
vii) B.M.sketch File	Rs. 7,500/- per file
viii) Level Books	
a) Used Level Books	Rs. 2,000/- per book
b) New Level Books	Rs. 100/- per book
ix) Engineering Survey Sheets	
Full Size (A1 Size or bigger)	Rs. 15,000/- per sheet
Half Size (A2 Size or bigger)	Rs. 10,000/- per sheet
Quarter Field Sheet (A3 Size or bigger)	Rs. 7,500/- per sheet
x) Town Survey Sheets	
Full Size (A1 Size or bigger)	Rs. 40,000/- per sheet

Half Size (A2 Size or bigger)

Rs. 30,000/- per sheet

Quarter Field Sheet (A3 Size or bigger)

Rs. 15,000/- per sheet

CHAPTER X
GENERAL MANAGEMENT

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CHAPTER X

General Management

Introduction(CHAPTER X)

- 10.1 In normal administrative activities, it has to follow regulations stipulated in Establishment Code, Procedural Rules, Financial Regulations and Procurement Guide lines. In addition to that, all officer should alert on circulars and circular letters issued by the Survey Department and other government agencies such as Ministry of Finance (Treasury), Ministry of Public Administration and Department of Pension etc issued in time to time and instruction/orders given by those should be adhered. In this chapter activities unique to the Survey Department and the procedures of using instructions mentioned in the above documents in normal administrative activities in the department are explained shortly.
- 10.2 All officers in the Survey Departments are government officers and they are bound to do assigned specified duties. It is a responsibility of the head of the office to issue list of duties for all subordinate officers.
- 10.3 To be systematic and to secure the quality of the official work, every officer should prepare a procedure for carrying out each duty assigned to him and he should get those procedures approved by the supervising officer.

Production of Maps and Plans

- 10.4 The main functions of the Survey Department are production of different types Maps/Plans through field surveys and production of different types Maps in head office. Special attention should be given to following items while carrying out these tasks.
- (a) Quality
 - (b) Systematic

- (c) Uniformity
- (d) Efficiency
- (e) legality

All the paragraph in this chapter have to be considered as guidelines for uniformity of the activities in over 950 field officers distributed in 150 offices.

Field survey Activities

10.5 At the beginning of the year or, at the first inspection for a surveyor who came on transfer by Superintendent of Surveys, special attention should be issued to following matters and necessary instruction should be given. At this inspection Superintendent of Surveys has to fill 3 copies of the [annex 1](#) and send one copy each to the Senior Superintendent of Surveys and Provincial Surveyor General. Balance copy should be filled with him.

1. In the case of Surveyor who has just arrived from another division, check whether clearance certificate had been obtained before leaving the previous division.
2. Weather Surveyor is maintaining his office neat and clean, and documents are in order.
3. Examine instruments and see that they are in order.

10.6 Superintendent of Surveys should inspect every surveyor quarterly or lesser periods with special attention of following items and necessary instruction should be issued.

1. Check whether Schedule of Requisitions is properly maintained and all requisitions (including those returned for further attention) are correctly entered therein.

2. Prepare a programme of work for the ensuing 3 months taking priorities into account. Record this in the Instruction book.
3. If landmarks related to completed requisitions are not balanced, the superintendent of surveys should get landmarks balanced by the surveyor. It should be checked that the proper accounts have been maintained for used, issued to others, return back and broken Landmarks and the relevant reports have been regularly sent to the senior Superintendent of Surveys. After checking, Superintendent of Surveys should initial documents and write his name, designation and date below the signature.
4. See whether Area Diagrams, Progress Diagrams, and Progress Returns etc., are properly maintained.
5. Go through documents in plan box with the document register, and see that all unwanted documents are returned, and any transactions regarding documents notified to Senior Superintendent of Surveys forthwith.
6. See that all documents are neatly arranged and kept in the plan boxes provided for and not in elsewhere.
7. Go through advance register and initial and date them, note down the advances still outstanding not to recommend any further advances for the same purpose until they are settled.
8. Go through Surveyor's awaiting folder and see what correspondence is awaiting attention.

10.7 At Each Inspection Superintendent of Surveys should

1. Go through the requisitions of which works are in progress, issue necessary instructions and take actions to solve any problem prevailing to complete those work. If the surveyor is engaged on Sporadic Surveys, look into old work, L 96 and 96A information etc. In the case of a large survey, go through Prospection Diagram and proposed detail Traverse Scheme and issue instructions accordingly.

2. Go through in detail the work to be taken up next and give definite instructions, regarding Field Work and Plan Work. Instructions should be given to avoid difficulties in advance. Estimate the balance work, decide upon the date of completion and mention the targets in the schedule.
3. When plan work has done in computer, the superintendent of surveys should satisfy about the accuracy of lot closing by checking each and every land parcel to see whether the lot closing was done according to the field book. Write a note about those examination in field book in red and this note should be followed by his initials, name, designation and date of the officer who checked it.
4. If any plan to be passed that should be examined considering the followings
 - (a) Check all items listed in Report form and items listed in appendix 9 of D.S.R
 - (b) If the computer plotting has not been checked earlier, check them now and satisfy yourself of the accuracy.
 - (c) Follow each survey line/station on plan with field book and check descriptions of boundaries, Landmarks , abutting lot Nos. and tenement information and at the same time check the plotted coordinates in computer with the field books.
 - (d) Surveyor should compute and certify extents of all lots in the plan. The Superintendent of Surveys should independently compute the extents of each lot and compare with the surveyor's computation to satisfy with the accuracy. Check computation of the Superintendent of Surveys should be documented, certified as checked and correct and file in the requisition file.
 - (e) Check whether all Field Books entries are completed.

- (f) In the case of Engineering Surveys, check all heights on plan with the relevant L.BB. See that additional heights are necessary and instruct surveyor accordingly.
 - (g) All minor amendments detected at the examination must be attended to, then and there, by the Surveyor. Any amendments outside that and involving time must be clearly listed on a separate sheet of paper and given to Surveyor for attention. Any list of amendments so given, must be referred to in Surveyor's Instruction Book and a copy of it should be filed and kept with you till the end of the work. On a large Survey, this list will become a running record of your examination notes of the plan.
5. Go through Field Books and see that they are properly maintained, and kept up-to-date always, even though the plan work has not been started.
 6. Go through instructions given earlier by you or by senior officers and check whether they have been carried out.
 7. Go through Surveyor's Journals, check diary entries with the Field Books and point out any shortcomings which can be observed against the norms.
 8. The number of Survey Field Assistants mentioned in the Check roll/ Journal should be compared with the attendance register at the Divisional Survey Office.
 9. Make sure that any work returned for further attention is attended to and returned without any delay.
 10. If the Surveyor is the in charge of a Departmental Vehicle check the Daily Running Charts and the Log Book.
 11. Inspection note form designed for Superintendent of Surveys should be used by Superintendent of Surveys at his inspection of surveyors. A separate form should be taken up for each inspection and the completed form should be dispatched to the Snr.Suptd.of Surveys immediately after the inspection. (See [Annexe2](#))

10.8 At the end of the year

1. Arrange to check all Govt. Stores with the Stores Ledger after seeing that the Ledger is properly balanced and forward the duly certified list of stores before 20th January. The Surveyor should also be instructed to return all unnecessary stores.
2. See whether there is arrears of plan work and arrange to have them completed and passed before the surveyor goes on transfer. No incomplete plan work including plans to be examined should be left to be taken over by another Surveyor without the approval of the Senior Superintendent of Surveys.

10.9 The methods to be adopted in Field Inspection

1. Check coordinates, bearings, lengths and offsets to LMM etc. by surveying along the lines/survey stations used by the surveyor.
2. Check by running a traverse through the Surveyor's work and observing his bearings and lengths. Plot this traverse on Surveyor's plan and satisfy yourself of the accuracy of plotting.
3. Watch a Surveyor at work and check whether his readings are correct and instructed to improve his methods. This should be restricted to very junior surveyors or when new techniques are introduced.
4. In the case of Revenue Surveys, check tenementary information and record same in field book.
5. (a) In the case of Engineering Surveys, check leveling of spot heights. As follows

- (i) By leveling along a spot height line, or
 - (ii) By running a detail level line across a series of spot height lines, observe several spot heights along each of them. Required clearance for this should be done in advance. This leveling must be started and closed on BMM. Check the accuracy of pegging by means of measurements taken from the line set out on ground and plotting the same on plan.
 - (iii) You may locate your field check in places where additional heights are necessary and thus save the time. eg:- in places where contours run parallel to spot height lines or where a spur or a saddle has to be accurately contoured and thus saving time.
- (b) Check
- i. Whether the setting out of spot height lines has been done according to specification and distances are accurately pegged out.
 - ii. Whether the terminals of these lines are seriously deflected and
 - iii. Whether the terminals have been surveyed and plotted on plans in their true positions.
- (c) Check at randomly whether the pegging along spot height lines has been correctly done.
- (d) While leveling along a spot height line record in Level Book the distances from the nearest peg to all topographical features, such as, stream, bund, rocks, etc. crossed by that line and need to be shown on plan. Check these distances on plan and satisfy yourself that:
- i. All necessary details have been surveyed.

- ii. The setting out and pegging of spot height lines are correct and not seriously in error.
6. All detail surveys should be examined as follows by the supervising officer.
 - (i) EDM (Electric Distance Measurement) instruments should be used to check.
 - (ii) If close circuit is used for the check, it should be independent from the surveyor's close circuit.
 - (iii) At least 10% of boundary points should be checked for the accuracy. Deviations of the values of these points should not exceed "+" or "-" 10 cms

10.10 Some General Notes for strict compliance by Superintendent of Surveys.

1. See that the plan is centrally plotted on sheet/sheets, using the minimum number of sheets and that the printing and line drawing is neat and up to standard.
2. Just before plans are passed, see that all unnecessary papers are removed, balance papers are numbered and all unnecessary pencil entries on plan and tenement list are erased off.
3. In a large survey, particularly for Land marking of allotments, do not wait to check until the field work, plan work, preparation of tenement list etc are over but check time to time with the progress of the work. Note that no part of the work, done under any Superintendent of Surveys should be left to be examined by his successor. Therefore in a large survey, prepare a programme to complete such work in advance.
4. Any instructions emanating from the above checks should be given in writing in Surveyor's Instruction Book.
5. Superintendent of Surveys will be solely responsible to see that the Surveyor is profitably engaged on his duties, if any surveyor is not amenable to instruction given in this regard, it should be informed to Senior Superintendent of Surveys without undue delay, for suitable action.

6. Journals of Surveyors must be carefully scrutinized. Also the weekly programme in the journal should be carefully checked and any minor shortcomings or omissions must be pointed out on journal itself. Any queries leading to correspondence must be made by a manifold letter and not on journal.
7. If a surveyor's journals are not received for the entire month, despite reminders sent, take action immediately to withhold the payment of his next month salary.
8. Confidential reports on Surveyors must be written based on Superintendent of Surveys findings at the inspections and instructions given in writing. Superintendent of Surveys will have to hold responsibilities, if it is subsequently found that these reports do not tally with the performance of Surveyors' duties under his supervision.
9. Where there is a large volume of plan work to be examined especially in Sporadic Surveys, Superintendent of Surveys must arrange to examine some of them in his own office. Examination of plans need not be done only at an Inspection.
10. Scrutinize Surveyors' travelling claims carefully to see that sufficient work has been done to justify the claims presented for payments.
11. Maintain a register for progress returns.
12. Diary entries should briefly contain the following details:
 - (a) Name of Officer and the place where the inspection was held.
 - (b) Whether it was a camp or field inspection.
 - (c) If it is a camp inspection, report on followings

- i. Files etc gone through and any observations noted.
 - ii. Number of requisitions examined and/or passed together with their requisition numbers.
 - iii. Mention the number of line plotting, coordinate plotting detail line plotting checked with their Field Book and page numbers.
 - iv. The number of lots checked, when large plans are examined.
 - v. Shortcomings which lead to the poor quality or poor progress of work of a surveyor being observed, especially under close supervision of a Superintendent of Surveys and no any improvement can be seen even after the corrective actions were taken, it must be informed to him in writing. Other wise the supervising officer will have to hold the responsibility for slack supervision.
- (d) If it is a field inspection report followings
- i. The number of survey Lines/ Meters (or number of level Points/Kilometers) checked and the results obtained. Give Field Book /Level Book and page numbers.
 - ii. Any observations or suggestions made to improve his work etc if a surveyor was only watched at work in the field.
- (e) If Superintendent of Surveys presented at a Conference, representing the Department, the matters discussed and decisions taken should be briefly mentioned in addition to the report to be sent to Snr. Superintendent of Surveys.

- (f) The mode of conveyance and the distance travelled should be stated. The times of departure, arrival time to expected place and the time returned back to office/ place of night stay required to be recorded in the Diary. Time of departure and arrival at intermediate points are not required.
- (g) On the last page of the Diary, a Summary of the following information should be furnished:
- (i) No. of days on office work.
 - (ii) No. of days on camp inspection.
 - (iii) No. of days on field inspection.
 - (iv) No. of days on other duties and
 - (v) No. of days on leave, holidays etc.

Note that, in a month, there should be at least 3 field inspections, where the Surveyor's work is actually be checked and recorded in Field Book/Level Book.

Inspection of Senior Superintendent of Surveys and Provincial Surveyor Generals

- 10.11 Senior Superintendent of Surveys and Provincial Surveyor General should inspect divisional survey office and surveyors assigned to it at least once in three months and once in six months respectively. Before going to such inspections it should be well planned with matter to be inspect such as Divisional Survey Office, progress of all Surveyors attached to it, Problems of Survey Field Assistants, Amendments, etc which need to make special attention and discussion. In addition to that, surveyors' office, field books, documents, office correspondence etc have to be checked randomly and give other necessary instructions on your own to correct them. Senior Superintendent of Surveys should send a report as per [annex 3](#) to Addl. S.G. (Field) through Provincial Surveyor Generals along with his diary.

Standards/ Quality Control of the Maps/Plans

- 10.12 Standard/ Quality of the Plans and Maps prepared by the Survey Department should be maintain in very high level.

- 10.13 The duty and the responsibility of the Surveyor are to complete any entrusted work properly by carrying out his field and plan work in highest possible accuracy to maintain high quality and standards of the plans/maps and handing over the completed survey task in formal manner with documents and duly completed reports. Similarly it is the duty and the responsibility of the Senior Superintendents of Surveys and Superintendents of Surveys to critically examine the Field and Plan work before certifying and passing the plan to ensure that the requirements of the survey is met and professional standards are maintained.
- 10.14 Every Superintendent of Surveys has to carefully checked that all the Maps and Plans examined by him have been prepared according to the Department Survey Regulations. In that process, in addition to the check list given in Survey Report Form, Superintendents of Surveys should use examination sheet in [Annex 4](#), which contains most important steps to be checked and file the completed [annex 4](#) in requisition file. Every Superintendents of Surveys should personally maintain the information of each requisition examined by him in a register called “SS’s Plan Examination Register” prepared from the copies of [annex 4](#).
- 10.15 Further, the Superintendents of Surveys should clearly list out all the amendments of the plans examined, it is compulsory to sine and write Name, Designation and date at the end of the amendment list. Form “Survey 114” should be used for this purpose in duplicate and the original should be inserted into the requisition file and the other copy should be inserted into the file maintained for each Surveyor with regards to the examination of plans.
- 10.16 The Senior Superintendents of Surveys should examine and initial the check list register (S.S’s Plan Examination Register) mentioned in S.O. 10.14 at the time of his inspection of the Divisional Survey Office.
- 10.17 District Senior Superintendent of Surveys has to set-up Quality Control Units at the District Survey Offices and it should include
- i. District Superintendents of Surveys (HQ), or any other Supt. of Surveys
 - ii. Subject Draughtsman

When there are large numbers of Maps/Plans have to be checked, assistance of senior surveyor may be obtained. All the Survey Maps/Plans prepared in the district have to be checked using [Annex 6](#) by this Quality Control Unit. All amendment found at this examination has to be clearly list down before forwarded for approval of Senior Superintendents of Surveys. However, such maps/plans should not be retained within the quality control unit for more than 05 working days.

- 10.18 At the end of the every month, the Snr. Superintendent of Surveys should send a report on Maps/Plans checked by quality control unit sent to the Senior Deputy Surveyor General (D.M. & P.S) as per [Annex 6](#).
- 10.19 Senior Superintendent of Surveys also has to thoroughly examine the Maps/Plans for his satisfactions as approving officer on behalf of Surveyor General. For this purpose Annex 6, completed by the quality control unit has to be used and each and every item in that report has to be re-examine to ensure the correctness. A register called “Snr.SS’s Plan Examination Register” prepared from the copies of Annex 5 should personally be maintained to recorded the information of each requisition at his examination of plans. Instructions given in S.O. 10.13 and 10.14 should be followed in maintaining those records and listing instructions. Senior Superintendent of Surveys should maintain individual folder of plan examination for each Surveyor under his supervision and copy of this amendment list should be field in that folder.
- 10.20 The Provincial Surveyor General Should examine, initial and write his name, designation and date in the Snr.SS’s Plan Examination Register at the time of his inspection of District Survey Offices.
- 10.21 When Maps/Plans sent to Surveyor General’s office it should sent through Provincial Surveyor General and he should get them verified by Provincial Senior Superintendents of Surveys. The shortcomings identified in that verifications should be informed to the Provincial Surveyor General to take suitable actions timely. Provincial Senior Superintendents of Surveys should submit a report on Maps/Plans examined by him to the Senior Deputy Surveyor General (D.M.& P.S) as per Annex 7.
- 10.22 Senior Superintendents of Surveys should discuss about the preparation of plans, examination of plans and amendment of plans at the monthly progress review meeting. Then other Superintendents of Surveys also get to know about those amendments. Similarly Superintendents of Surveys also should discuss about the amendments of

individual Surveyor and thereby draw their attentions to avoid such mistakes at his monthly progress review meeting. This exercise will help to minimize the amendments of Maps/Plans in future.

- 10.23 When Senior Superintendent of Surveys inspects each Divisional Survey Office, call all the surveyors assigned to that office and discuss together the list of amendments Of Senior Superintendent of Surveys / Superintendent of Surveys prepared for the plans of each individual Surveyor.
- 10.24 Senior Superintendents of Surveys should conduct one day training sessions on conducting principle type of surveys and preparation of maps/plans once in six months. For this training session the Provincial Surveyor General/ Provincial Senior Superintendents of Surveys and Superintendents of Surveys and experienced surveyors within the district can be used as resource persons.
- 10.25 District Snr. Supdt. of Surveys should prepare a short note with regard to the training sessions conducted and the issues raised therein and submit to Provincial Surveyor General at his monthly progress review meeting. The provincial Surveyor General should send it to Addl. S.G (Field) along with monthly returns.
- 10.26 Provincial Surveyor General also should discuss the information collected at the plan verification under above S.O.10.21 and analyse short notes submitted under above S.O.10.25 at his monthly progress review meeting with the Senior Superintendent of Surveys of his Province.

Department Vehicles

- 10.27 All vehicles belong to the Survey Department are assigned to a staff officers in their official capacity based on service requirements. The officer i/c, to whom the vehicle is assigned should be responsible for its proper maintenance, use and its safe custody at all times. He should therefore ensure that the servicing and repairs are carried out expeditiously on time, tools and accessories of the vehicle are kept safely and that the vehicles are used for authorized purposes only. Officers i/c of the vehicles are therefore advised to inspect vehicles periodically for the above purposes and obtain. the certificate of Air Emission test and other relevant certificate of fitness and the annual revenue licenses for the vehicles without any delays.

- 10.28 Driver as well as officers who are traveling in the department vehicles are responsible to act for the security, cleanness and durability of the vehicle.
- 10.29 When a driver goes on leave, the key of the vehicle should be handed over to the officer i/c of the vehicle who should make necessary arrangements to cover up duty by a relief driver. Under no circumstances should the keys of the vehicle be removed by the driver.
- 10.30 If no relief driver is available in the Division, arrangements for a relief driver should be made with the Senior Superintendent of Surveys or Transport Branch by the officer i/c of the vehicle.
- 10.31 The D.R.C. of the vehicle should be brought update at the end of each trip and end of each day by the driver. If the regular driver not available, before a vehicle is handed over to a relief driver, officer i/c of the vehicle should inspect the vehicle and check tools and accessories, so as to leave no room for complaint of any losses or damages during the absence of the regular driver.
- 10.32 When the Officer i/c., of the vehicle goes on leave the vehicle should be left in the charge of another officer with the prior approval of the Senior Superintendent of Surveys.
- 10.33 Departmental vehicles should be parked at night in the garage possessed by Government or in an authorized premises if such garages are not available
- 10.34 Other than the officers who have permissions to drive departmental vehicle privately, departmental vehicles should be used only for Official purposes and transport only authorized persons. These vehicle should be driven only by authorized persons.

Daily Running Chart and Monthly Summary

- 10.35 Pumping of fuels to the vehicle should be done in front of the Officer i/c of the vehicle or person authorized by him. Details of the fuelling should be entered into the Daily Running Chart and sign by both the driver and the officer present at fuelling.
- 10.36 The officers who traveled in the department vehicle or the officer responsible for the journey should sign Daily Running Chart (DRC) after checking the correctness of the details written in DRC and the reported distance and reported time are tallying with the places traveled. The officer i/c of the vehicle should satisfy himself about the correctness of entries in DRC by checking it daily.
- 10.37 The originals of the Daily Running Charts and the Monthly Summary for a particular month should be forwarded by the officer in charge of the vehicle to the District Survey Office by the 2nd working day of the month and the Senior Superintendents of Surveys of the district should forward it to the Surveyor General through Provincial Surveyor General before 10th. In the case of the Institute of Surveying and Mapping and the branches of SGO should be sent directly to the Surveyor General.
- 10.38 The duplicates of the DRC will be forwarded to the District Survey Office within one month after taking up a new book. The District Senior Superintendent of Surveys will ensure that duplicates of DRCC of all vehicles in his district are retained in his office for a period of 5 years. If audit queries and disciplinary inquiries are pending on any particular vehicle, case the DRCC of that vehicle should be retained till the correspondence of the audit queries and disciplinary inquiries are closed.
- 10.39 When a vehicle is transferred from one district to another, the Senior Superintendents of Surveys of the district should ensure that a new DRC book has been issued to the driver and the old DRCC relating to the period in his district have been taken over. After supplying sufficient fuel for traveling to new district, it should be checked that the information of fuel balance in the tank etc have been entered into the new DRC before releasing the vehicle.
- 10.40 Officers in charge of vehicles should get required DRC from the District Survey office. DRCC required for District Survey offices should be obtained from the

Surveyor General Office. Proper account should be maintained for receipts and issues of new DRCC (see F.R. 341,343).

- 10.41 Consumption of fuel (Number of kilometers per liter) should be checked every three months with the approved way indicated in the log book or by travelling reasonable distance. If any appreciable differences of fuel consumption noticed, it should get checked by a suitable technical officer.
- 10.42 Officer in charge of vehicle should check entries in DRCC carefully to ensure that all jonnies are made with prior authority and the trips are made as per the given instructions.

Repairs of Vehicles

- 10.43 Repairs of vehicle should be done according to the procurement guide lines. At the same time the Officer in charge of the vehicle should inform to approving authority, of the details of previous similar repairs from the vehicle log book. When there is no sufficient knowledge on type and level of the repair, it has to be done under the advice and supervision of suitable technical officer. It is the responsibility of the Officers in charge of vehicles as well as drivers to keep vehicle under good running conditions by doing necessary repairs, services and daily cleaning and polishing. If the course of the repair is an accident, repairs have to be done only by obtaining prior approval after completing the instructions give in S.O.10.69.

Vehicles Log Book (VLB)

- 10.44 Maintaining of Vehicle Log Book is solely responsibility of the officer in charge of the vehicle. In the log book, information has to be furnished in relevant pages and failure to do so can be led to disciplinary punishment. At the event of new book taken up, old book should be attached with new one. When a vehicle is handed over to the new officer, all log books should be listed and handed over to him. All repairs, purchasing (Battery, Tires etc) and details in payment vouchers should be entered into the log book and a certificate should be given on the payment vouchers saying that details in the payment voucher have been entered in to the relevant pages of Vehicle Log Book.

Instructions to Drivers

- 10.45 Instructions indicated in the Daily Running Charts Book should be strictly adhered to.
- 10.46 No trip should be commenced without proper authority and the initials on DRC for the journey from an authorized officer.
- 10.47 Main destinations and information of the route travelled should be written down while on the journey. At the end of the journey the driver should get the balance columns of DRC field and initials obtained in the last column of the DRC by the officer travelled in the vehicle.
- 10.48 At the end of the day or before starting off on the following day the driver should perfect the entries on the overleaf of the DRC page. The driver should get balance columns of DRC filled and initials obtained in the last column of DRC by the officer i/c of the vehicle.
- 10.49 The route stated on the DRCC by the officer i/c of the vehicle should be strictly followed and no deviation will be allowed unless due to a state of unavoidable circumstances, beyond the control of anyone. In case of a long journey, night park should be done only at places mentioned by the officer i/c of the vehicle.
- 10.50 If a vehicle is found on the move, or at a site other than its normal worksite or garage without permission, the driver of such vehicle will be subject to disciplinary actions.
- 10.51 Drivers are personally responsible for the safe custody, cleanliness and about, tools and accessories of the vehicles in their charge.
- 10.52 Any accidents to the vehicle and damages caused by the accident must be promptly reported through a telephone call and later it should be informed in writing.

- 10.53 Prevailing speed limits and Motor Traffic Rules must be strictly adhered to.
- 10.54 No unauthorized person should be permitted to drive or repair the vehicle.
- 10.55 Necessary repairs should be promptly reported in writing to the Officer i/c of the vehicle by driver who will otherwise has to face disciplinary actions.
- 10.56 Drivers are strictly prohibited to drive vehicles after using any intoxicating liquors.
- 10.57 Vehicle should be parked only at the authorized parking places immediately after the duty by the driver. No vehicle to be taken to driver's or officer's residence for parking unless such residence is an authorized parking place.
- 10.58 Handing over of a vehicle to another driver should be done only after obtaining permission from the officer i/c of the vehicle. The driver who sign for obtaining in the vehicle will have to hold responsibility of any losses and damages to the vehicle.
- 10.59 Drivers should be alert to see whether repairs are been carried out properly.
- 10.60 It is a responsibility of a Driver to pump correct type of engine oil and fuel (Petrol/Diesel). Pumping of fuel to a vehicle should be done in the presence of staff officer.

Departmental Vehicles – Accidents

- 10.61 Vehicle is a limited resource of the Survey Department. Since it affects specially the field progress of the Department, it is the responsibility and obligation of every officer to protect them, and to repair a vehicle which met with an accident as soon as possible. Specially, the drivers should perform their duties with much consideration so as not to cause any accident and to prevent accidents while driving, stopping and parking as well for the safety of the vehicles. At the time of an accident, the driver and the other officers traveling in the vehicle

should take action consciously. They are also certainly bound to execute the duties officially and legally in addition to hospitalizing the injured persons or giving them other treatments.

- 10.62 When an accident takes place, the officer in charge of the vehicle is delegated the full responsibility to make necessary arrangements to close the file after recovery or writing off the losses or damages caused to the vehicle. For that purpose, the officer in charge of the vehicle should make sure that the things are happening expected way and get the respective duties done at due times by the driver and all officers concerned.
- 10.63 The way that the actions should be taken, duties to be fulfilled and the responsibility of the officers as well as the drivers in the Vehicle at the time of accident.
- i Immediately after occurrence of an accident, it should be reported to the nearest Police Station and to the Officer in charge of the Vehicle.
 - ii In the event of the officer in charge of the vehicle is absent at the time of an accident, it should be reported to the nearest surveyor,
 - iii Subsequently, he should take action to report the matter to the officer in charge of the vehicle or the District Snr. Superintendent of Surveys.
 - iv At an any accident, basic information including the spot of the accident, its nature etc, should be reported to the District Snr.Supdt. of Surveys, Provincial Surveyor General and the Surveyor General's Office through the Addl. Surveyor General (Field).
 - v Every possible effort should be made to gather the following details on the spot of the accident. These details should be handed over to the officer who carries out the inquiry.
 1. Names and Addresses of the driver of the other party who was involved in the accident
 2. Names of the policy holder.
 3. Registered numbers of the vehicles met with the accident.
 4. Names of the insurance companies, where those vehicles have been insured.
 5. Insurance Policy No.
 6. Owners' names and addresses
 - vi Safety of the vehicle and its spare parts should be ensured until it is moved into a secured place or at the time of taking the vehicle into the police custody until it is released from it.
 - vii In the case of stink of liquor from the driver, it is the responsibility of the officers in the vehicle to make arrangements to get a medical certificate after getting him checked by a Govt. Medical Officer through a police officer.
- 10.64 Responsibilities and duties to be fulfilled after a vehicle accident by the officer in charge of the vehicle.

- i. Should make sure that the things are happening according to the instructions issued to the driver and to the officers in the vehicle at the time of the accident as per S.O. 10.61-10.63.
- ii. It is the responsibility of all the officers concerned to take action to conduct a preliminary inquiry within 03 days in order to find out the cause of the accident, losses and the persons or parties responsible for the accident by way of a preliminary inquiry board appointed in terms of S.O. 10.65, and submit a report to the Transport Branch of the Head Office with the details given in the S.O. 10.70 below, within 07 days.

10.65 Responsibility and action to be taken after an accident by the District Senior Superintendent of Surveys.

- i Appointing a preliminary inquiry board (first verbally and later to be confirmed in writing) immediately after reporting an accident, and then ensure that the duties mentioned in the above sub-sections have been fulfilled properly by the Superintendent of Surveys or his staff and also receipt of the report on the accident to the Surveyor General's Office through the Additional Surveyor General (Field).
- ii Necessary action should be taken immediately to conduct a preliminary and a final inquiry into the accident of all the vehicle under his supervision.
- iii Should ensure as stated in the under mentioned para IV, that the reports on vehicle accidents which take place in the district are forwarded on time and the follow up action are taken until the investigation about the accident is completed.
- iv Immediate action should be taken to repair the vehicles met with an accidents, so as to bring them back to the running condition.
- v After executing the decisions of the Secretary to the Ministry and the Surveyor General on losses, action should be taken to recover/write off such losses and to forward the final reports.
- vi When the Police has filed a case in the court, constant attention should be paid to know what is happening with that regards.
- vii After implementing the decisions of the Secretary to the Ministry and the Surveyor General, action should be taken to recover the losses and send reports to the Surveyor General for writing off the losses as per F.R. 109 in in 4 copies.
- viii Maintaining the register book for losses and update as per F.R.110.
- ix In reply to the report F.R. 104(04), when it has been ordered to recover the losses from the other party involved in the accident, action should be taken to recover it. However, if the recovery is unable to do within 03 months from the date of the

accident, necessary details to take legal action according to the above para VII should be sent to the Legal Branch through the Provincial Surveyor General. Even though the court action instituted by the Police is not over by that time, this should be done immediately, since the Survey Department has to institute actions for the recovery of losses.

- 10.66 Responsibility and action to be taken after an accident by the Provincial Surveyor General/Snr. Deputy Surveyor General (Training)/ Addl. Surveyor General (Human Resources and Administration).
- i As soon as reporting of an accident, it should be ensured that the Superintendent of Surveys/ the District Senior Superintendent of Surveys or his staff has performed the duties mentioned in the above sub-sections properly and the due notice about the accident has been received by the Surveyor General through the Addl.S.G.(Central)/ Addl.S.G.(Field)
 - ii Immediate necessary action should be taken to conduct a preliminary and the final inquiry into the accident of all the vehicles under his supervision.
 - iii As stated in section IV below, it should be ensured that the reports on the vehicle accidents that take place in the province have been sent to the Transport Branch of the Head Office on due date and the to follow up actions are taken until the investigation about the accidents is complete..
 - iv Action should be taken to recover the losses and to send the application to write off the losses from the registers as per F.R. 109 after executing the decisions of the Secretary to the Ministry and the Surveyor General.
 - v Ensure that the maintain of register book for losses updated as per F.R. 110.

Duties of Transport Branch at SGO after an accident

- 10.67 i. Transport Branch of the Head Office should be alert to see whether all above mentioned actions are properly taken for all the vehicle accidents of the Head Office and maintain a register for reported accidents.
- ii. Unless all the reports [under F.R. 104(3), 104(4) and (109)] related to those accidents are received on due date, reminders have to be sent in order to get them delivered.
- iii. Appointment of relevant inquiry boards with regards to all the accidents reported from the field and giving permission for repairs should be done within three (3) days and other coordination work should also be executed urgently.
- 10.68 Appointment of investigation Boards after a vehicle accident.
- i. Appointment of Preliminary investigation Boards

The power of appointment of the preliminary inquiry board is delegated to Senior Superintendents of Surveys, Provincial Surveyor Generals and Snr. Deputy Surveyor General (Training) and also a preliminary inquiry board should be appointed as soon as an accident is reported, (Firstly, verbally and thereafter be confirmed in writing). When the above mentioned officer is involved in the accident, the relevant preliminary inquiry board shall be appointed by his immediate supervising officer concerned. Inquiry boards for the vehicles of the Head Office will be appointed by the Surveyor General. A board, considering minimum of two members, for a preliminary inquiry should be appointed, and Supdt. of Surveys or higher supervising officer to him has to be appointed as the head of the board.

ii. Appointment of Final Inquiry Boards

Within 7 days on receipt of the reports of the preliminary inquiry [F.R. 104(3)], a board consisting of a minimum of two members should be appointed and the Superintendent of Surveys or a higher Supervising Officer to him has to be appointed as the Head of the board.

After receipt of the preliminary inquiry report [F.R. 104(3)], if the loss is less than Rs.25,000.00 then the Surveyor General will appoint the boards for the final inquiry.

After receiving the preliminary inquiry report [F.R. 104(3)], if the losses are Rs.25,000.00 or over and losses below Rs.500,000.00 the Surveyor General will send that report to the Secretary to the Ministry in order to appoint boards for the final inquiry.

After receiving the preliminary inquiry report [F.R. 104(3)], if the losses are Rs.500,000.00 or over the Surveyor General will send that report to the General Treasury through the Secretary to the Ministry.

10.69 Repairing the vehicles met with an accidents

- i The vehicle can be repaired according to the final report, under the condition of reimbursement of the expenses, considering the service requirement and the condition of the vehicle. In this case, procurement rules and regulations should be adopted as in a normal case and also it should be taken into consideration that the relevant authority gives permission only to repair the vehicles met with the accidents.
- ii After receiving the preliminary inquiry report [F.R. 104(3)], if the loss is Rs.25,000.00 or below, then the provincial Surveyor General shall give permission to repair the vehicle.
- iii If the loss is Rs.25,000.00 or over and less than or equal to Rs.500,000.00 then the Surveyor General will give permission for repair.
- iv If the loss exceeds Rs.500,000.00 the Secretary to the Ministry will give permission for repair, under the recommendations of the Surveyor General.

- v If the accident took place due to a fault of the other party and if they agree to do the repair, it can be done provided the party agrees to make a note into that effect in the police complaint. This repair can be done from a garage registered in the Department, with the approval of the Provincial Surveyor General/ Deputy Surveyor General/ Snr. Deputy Surveyor General (Training) and in case of the Head Office, with the approval of the Addl. Surveyor General (HR & Administration).

Preliminary Report to be produced by the Preliminary Inquiry Board

F.R. 104(3) – Report (Form General 283-12/77)

10.70 After conducting a Preliminary inquiry according to F.R. 104(3), the preliminary report should be sent to the Surveyor General along with the under mentioned documents (as annexes) within three working days from the date of the accident. as these documents can be produced as evidence in the case of a legal action to recover the losses, all such documents must be prepared acceptable to the Ordinance of Evidence. Hence, every document should have the name, signature, date and time of the officer who prepared it and also the signature to prove that the statements were read and understood and as such, correct and acceptable documents should always be attached.

1. Summary report of the Preliminary Inquiry Board.
2. Sketch of the place where the accident took place.
3. Names, addresses and the statements of the persons who were traveling in the Department vehicle.
4. Names, addresses and the statements of the eye witnesses.
5. Statement of the Department Driver.
6. If necessary, a medical report on the driver's drunkenness.
7. Names, addresses and statements of the other vehicle's driver involved in the accident, persons who were traveling by it, and the owner of it.
8. Particulars about the registered number and insurance policy of the other vehicle.
9. An estimate of the cost obtained from a garage, to bring the vehicle back to the previous condition before the accident.
10. The date of complaint, the Police Station where the accident was informed and a copy of the police complaint/ report.
11. According to the necessity and condition of the accident a technical report obtained from an examiner of the Department of Motor Transport.
12. In addition, all important details connected to the accident should as far as possible be mentioned in the preliminary inquiry report.
13. Duly completed form F.R.104(3).
14. It should be clearly mentioned that the cause of the accident is due to the negligence of the driver or due to any other reason in the inquiry report.
15. The inquiry board should specifically state as to whether the driver or another officer is responsible for the accident or not.

Full report to be produced by the final inquiry board
F.R. 104(4) report (Form General 284-2/77)

10.71 The relevant board should take steps to prepare the final report in accordance with F.R. 104(4) and send it to the Addl. Surveyor General (HR & Administration) by the District Senior Superintendent of Surveys/ the officer in charge of vehicles, with the recommendations of the relevant Provincial Surveyor General/ Deputy Surveyor General/ Senior Deputy Surveyor General (Training), within two weeks after receipt of the appointment letters to the final inquiry board. Accordingly, the Final report should reach the Addl. Surveyor General (HR & Administration) within 03 months from the date of the accident.

Following action to be taken in preparation of full report

1. Police investigation report to be annexed – (Not a copy of the complaint).
2. Estimates about the losses obtained from three garages to be annexed.
3. If the police have instituted a court action against any party involved in the accident, then the police report about it to be annexed.
4. In a situation where the full report delays due to any reason and as a result of it the losses cannot be recovered, it should be informed to the Surveyor General to take suitable actions.
5. Even though the case filed by the police is not over, the full report – F.R. 104(4) should be produced along with the police report.
6. If the final investigation board recommends to file a case to recover the losses, the necessary details in order to file a case should be sent to the Legal Branch within two weeks. District Senior Superintendent of Surveys should take necessary actions to obtain and produce the judgment of the case filed by the police, once the case is over.
7. Where there is no officer responsible for the losses, writing off the losses can be recommended and the relevant F.R. 109 report too can be sent along with F.R. 104(4).
8. When preparing the report of F.R. 104(4), the board should make a clear recommendation on the para 13 of that form regarding the recovery of losses. Also, a separate report should be prepared by including the reasons which led for making that recommendation.

Closing up of Vehicle Accident Actions**F.R. 109(1) Report (Form General 285)**

- 10.72 To close up of vehicle accident actions (to obtained orders of write off), implement orders informed in F.R.104(4), complete form general 285 relevant to F.R.109(1) in 4 copies and send them to the Addl. Surveyor General (Human Recourses & Administration) with the recommendation of Provincial Surveyor General/ Deputy Surveyor General/ Senior Deputy Surveyor General (Training)/ Director Finance.
- 10.73 Procedure of the legal action in order to recover the losses from the other party to the accident is given below.
- i If the responsible party or his insurance agent does not settle the losses caused to the vehicle, a civil case should be filed in order to recover such losses.
 - ii Legal action should be taken against both the driver and the owner of the other vehicle
 - iii As the period in which legal actions can be taken becomes over in three years, it is mandatory to submit all the relevant documents to the Attorney General's Department through the Survey Department to file court case at least before completing one year (01) period from the date of the accident.
 - iv Certified copies of the following documents, each with five copies, should immediately be forwarded to the Legal Branch in order to take legal action to recover the losses of a vehicle accident.
 1. A report issued by the Commissioner of Motor Traffic, pertaining to the vehicles involved in the accident.
 2. Driving license of the driver who drove the Departmental vehicle met with the accident.
 3. Field diagram on vehicle accidents/ report on vehicle accidents and observation note obtained from the relevant Police Station.
 4. Vehicle examination report of the Commissioner of Motor Traffic, available in the relevant Police Station.
 5. Statements made to the Police by all the parties (These will be issued at the written request of the Attorney General).
 6. If the case filed by the police at the Magistrate Court against the responsible persons of the accident is over, then charge sheet and the full case record including the orders related to the said case should be submitted.
 7. Summary report produced by the Preliminary inquiry board (with all annexes)
 8. Report about losses under F.R. 104(4) (with all annexes)
 9. Documents, three (3) true copies from each, to prove the value of payments for the repairs of vehicle met with an accident/ or payment for other losses. (lat bill, Voucher General 35 etc.)
 10. The originals of the documents mentioned in the above 9 should be preserved in order to produce to the Court, at the time of taking legal proceedings.

11. Audit Branch should have been informed not to destroy the Voucher – General 35.

Court Actions

- 10.74 The Surveyor General's Office/Provincial Surveyor General's Office should be informed immediately about the summons received directly to any officer in the Department. If any summons forwarded to an officer by Surveyor General's office he should acknowledge the receipt as soon as possible.
- 10.75 The summon received to officers to produce official documents should always be referred to the Senior Superintendent of Surveys for instructions.

Departmental Circuit Bungalows

- 10.76 Departmental Circuit Bungalows at Diyatalawa, Anuradhapura, Polonnaruwa, Giradurukotte, Kataragama and Nuwara-Eliya (Katumana) can be booked only by sending an application to Surveyor General's Office.
- 10.77 Officers must realize that these bungalows are a valuable asset to the Department. It is the bungalow keeper duty to maintain it in good condition. Officers occupied the bungalow should inform the Senior Deputy Surveyor General (Resource Management) about the identified shortcomings during their stay. Similarly any ill behaviors of the officers during their stay in bungalow should be reported by the bungalow keeper.
- 10.78 Occupation Books must be provided by the officer in charge of the bungalow. Every officer staying in the bungalow should mentioned his name, whether the staying done as a requirement of duty or not and the date of arrival and departure in that Occupation Books.
- 10.79 A suggestion book should be supplied to every bungalow and the copies of any entries therein should be forwarded monthly stating what actions have been taken on the suggestions.

Security

10.80 Heads of all the offices and Branches should have taken necessary security measures to secure their offices and all the properties in the offices from fire, flood, theft, insect or any other identified dangers.

Examinations

10.81 Departmental Examinations will be held by the Examination Branch in ISM according to Schedule given in S.O. 10.83 below. Employees who qualify to sit these examinations are expected to send their applications through their staff officers who should certify to the eligibility of each candidate as per scheme of recruitment for that service to the Examination Branch in ISM on or before the closing date of the applications as given in the schedule.

10.82 No application received to the examination branch at the Institute of Surveying and Mapping on or before the due date of the applications, will be accepted for the relevant examination. If applications are not received on the due date of any examinations, it will be presumed that there are no candidates and the examination will not be held.

10.83 Schedule of examination.

1	First Departmental Examination for the promotion from Class IIB to Class IIA for Instrument Technicians	March	January 05
2	First EB examination of class IIB of Instrument Technicians	March	January 01
3	Second Departmental Examination for the promotion from class IIA to class I for Instrument Technicians	March	January 01

4	Second EB examination of class IIA of Instrument Technicians	March	January 01
5	Promotion examination from class I to special grade for Instrument Technicians	March	January 01
6	Departmental Junior Examination for Surveyors	May	January 30
7	First Departmental Examination for the promotion from class IIB to class IIA for Cartographic Draughtsman of SLTS	June	March 31
8	First Departmental Examination for the promotion from class IIB to class IIA for photo Technicians of SLTS	June	March 31
9	First Departmental Examination for the promotion from class IIB to class IIA for Remote Sensing Technicians of SLTS	July	March 31
10	First Departmental Examination for the promotion from class IIB to class IIA for Litho Technicians of SLTS	July	March 31
11	First Departmental Examination for the promotion from class IIB to class IIA for Aerial Photographers and Photo Lab Technicians of SLTS	July	March 31
12	First Departmental Examination for the promotion from class IIB to Class IIA for Typographers of SLTS	July	March 31
13	First Departmental Examination for the promotion from class IIB to class IIA for Process Technicians of SLTS	July	March 31
14	First Departmental Examination for the promotion from class IIB to class IIA for Transport Officers of SLTS	July	March 31
15	Examination for issue of Surveyor General's Certificate as Authorized Draughtsman (part I); To be Gazetted on 1 st week of April	July	May 10

16	Second Departmental Examination for the promotion from class IIA to class I for Cartographic Draughtsman of SLTS	August	March 31
17	Second Departmental Examination for the promotion from class IIA to class I for Photo Technicians of SLTS	August	March 31
18	Second Departmental Examination for the promotion from class IIA to class I for Remote Sensing Technicians of SLTS	August	March 31
19	Second Departmental Examination for the promotion from class IIA to class I for Litho Technicians of SLTS	September	May 30
20	Second Departmental Examination for the promotion from class IIA to class I for Aerial Photographers and Photo Lab Technicians of SLTS	September	May 30
21	Second Departmental Examination for the promotion from class IIA to class I for Typographers of SLTS	September	May 30
22	Second Departmental Examination for the promotion from class IIA to class I for Process Technicians of SLTS	September	May 30
23	Second Departmental Examination for the promotion from class IIA to class I for Transport Officers of SLTS	September	May 30
24	First EB examination for officers of class II Grade II of SLSS	September	April 30
25	Examination for issue of Surveyor General's Certificate as Authorized Draughtsman (part II); To be Gazetted on 1 st week of April	October	-
26	EB Examination for the post of Map Mounter and Book Binder	November	August 30
27	Promotion Examination from Class II to Grade II of Class I of Survey Field	December	September 30

	Assistants		
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10.84 Application of any other examination not Scheduled in the above S.O. 10.83 will be called by Circulars/Circular letter's of the Surveyor General.

Annex 1 CHAPTER X

S 422

S.O. 10.5

Superintendent of Surveys Report at the first inspection/ First inspection begging at the year

S.S's INSPECTION OF20

This form should be filled in duplicate by Superintendent of Surveys at the first inspection of each Surveyor after a thorough check at the beginning of the year or field season and amended from time to time at other inspections as required and kept up-to-date.

1. **Full Name of Surveyor**
2. Office Address
3. Contact numbers
4. Home Address
5. Name of Wife/ Husband /Next of Kin
6. Emergency Contact numbers of Next of Kin
7. Date of appointment to present grade
8. Type of Surveys done so far
-
-
9. Current work Load in hand
10. Vacation leave in 20..... Current year.....
11. Leave register checked..... Casual leave (Current year).....
12. Theodolite Make & No..... Last cleaned.....
13. Level Make and No..... Last cleaned.....
14. Steel tape condition.....
15. Linen tape condition.....
16. Office condition
17. Maintenance of S.O. and DSR. Correction slip S.OO - Last No.
- D.S.RR. - Last No.
18. Travelling Claims & Vouchers & Advance Register Checked.....
19. Circular File-Last No. of Field Staff Circular.....
20. (a) Document, Register to be checked with
- (b) Documents & unnecessary documents
- (c) last District's documents to be returned
21. L.M. Depot. Forms and Balances.....
22. L.M. Requirements.....
23. Store Ledger and file
 - (a) Check Forms S.56 and S.58
 - (b) Physical check of voluble stores
 - (c) Stores not required immediately

24. Any other impotent matters

DUPLICATE COPY TO BE FORWARDED TO Snr. S.S. OF DISTRICT FOR HIS FILE

Date.....

.....
Signature of S. S

Annex 2 CHAPTERX

S.O. 10.7.11

Superintendent of Surveys Report of Office/ Field Inspection

Office/ Field Inspection Report on at

1. a) Name of S.S. :-..... b) Div. S.O.
- c) Name of Surveyor :-.....
- d) office/field inspection for the year

2. The Surveyor is engaged on requisitions.

Reqn. No	No. of lots	Extent	Present Status	Date of completion	Remarks

- Surveyor should not be allowed to engage on more than 3-4 requisitions at a time

3. Work load

Total no. of reqns. Issued			No. of reqns. engaged on			Balance reqns. for next 3 months		
No. of reqns.	Sur. months	lots	No. of reqns.	Sur. months	lots	No. of reqns.	Sur. months	lots

4. Plans Checked

Reqn no.	FB page nos.	Nos..... Checked	Observations/ results

		Lots	Plotting	TL	Area	

5. Field Inspection

Method of checking	FB no.s and pages	Observation/ results

6. Accumulated Progress :- Last 3 months

Months and percentage (%)			Type of Instructions given in the Instruction Book to improve
%	%	%	

7. No. of Land marks/ Documents chargeable and claims paid

Landmarks		Total no. of Document	Voucher payments paid up to (give the month below)			
Total LM	Unused LM		Travelling	House rent	Sp. Allowance	Other

8. Any excess stores with Surveyor (if more details state overleaf)

.....

9. Other Details:-

Signature:-.....

Date:

S.S's Action :-

Date :

Annex3CHAPTERX

S.O. 10.11

Inspection Report of Snr. Supdt. of Surveys

Party :-

District :-

No. of Surveyors inspected :-

Date :-

No. of Surveyors not faced :-

Date of last inspection :-

1.0 Outstanding work load of surveyors & S.S.

1*	No. of syrs who have less than 3 months work	
2	Work load in the party	
3	No. of Requisitions in the party	
4*	No. of syrs who have more than 6 months work	

01* - Distribute the workload to syrs. who have less than 3 syr months work

04* - It is better not to issue more than 6 syr months work to a surveyor

1.1 Work in progress

5*	No. of Syrs less than 50% progress	
6*	No. of Syrs less than 25% progress	
7*	work is in progress keep in more than 2 months (without completing them so far) – no. of syrs	
8*	work is in progress keep in more than 3 months (without completing them so far) – no. of syrs	
9	Any plans with surveyor for amendments?	

5*, 6* - Keep monitoring on these surveyors to improve the progress upto 100%

7*, 8* Do not allow to keep more than 2 months work in hand with Syr

1.2 Crash Programme

	Name of Crash Programme	Work load	No of Syrs assigned	Progress
1				
2				
3				

2.0 Details of LMM and Instruments issued to Surveyors and Div.S.O.

10*	No. of Instruments not serviced for last 3 years	
11	More than 200 LMM chargeable – no. of syrs	
12	No. of Total Stations in the party & working conditions	
13	No. of Vehicles in the party and their conditions	

2.1 Details of Documents and Inspections

14	More than 40 documents chargeable – no. of syrs	
15	Documents keeping for more than 6 moths – syrs	
16	Documents unnecessarily keeping – no. of syrs	

2.2 Details of claims, vouchers and increments – Surveyors

17	Trav. Claims not paid upto month before last – no of syrs	
18	House rent not paid upto month last – no of syrs	
19	Spl. Allo. Not paid upto month before last – no of surys	
20	Increments not recommended – no. of syrs	
21	No.of No pay Recommendation send to Dist.S.O.	

2.3 Details of claims, vouchers and increments – Oversers, MSS

22	Travelling claims not paid MSS upto month before last	
23	House rent not paid MSS upto month before last	
24	Increments not recommended – no. of MSS	

Signature :-

Note :- Overleaf is allocated for SS and DSG to comment their actions taken. This form should be annexed with the Snr. SS's diary.

Annex4CHAPTERX

S.O. 10.14

Plan Examination Sheet / Register

To be filled by Superintendent of Surveys for each Requisition

No	Item	Requisition No.			
		1	2	3	4
a	Name of Div.S.O.From				
b	To..... Name of S.S.....				
c	Name of Surveyor				
d	Date received				
e	Date checked				
1	Type of Survey (L/LD, L/Msc etc)				
2	Have authority for the changes in the Reqn. been obtained.? If so give annexure number.				
3	If any differences between the Reqn. and the Surveys have been reported, give the para number.				
4	Has direction of the North line been changed?				
5	What is the Scale of the plan? Is it suitable for the work done?				
6	What is the type of the plan prepared (FVP/FCP-Sup, FTP-Inset or Sup etc)?				
7	Are headings of the plan and TLL completed?				
a	Is it agree with the Reqn.?				
b	Are spelling of village name etc. given in accordance with old plan or Village list?				
c	If not ,mention in the report and give para number				
8	Indicate following information				
a	Plan No. b. Sup/Inset No.....				
c	Sheet No. d. TL page Nos. e. Lot				

		Nos.				
	f	Villageg. GN Division.....				
	h	DS Div..... i. District..... j. Province.....				
9		Are FB numbers given in the plan and TL pages agree? How many FBB have been used?				
10		At how many places FB references are shown in blue on plan?.				
11		What are the coordinate values of maximum				
	a	Northern point NE				
	b	Eastern pointNE				
	c	Southern pointNE				
	d	computation forms				
12		Are coordinate values correctly entered at corners of field sheets?				
13		Has reference to field sheet sections been given according to DSR 174d(13.6.1)?				
14		Are sheet edges and abutting details exactly agreed?				
15		Have quarter field sheet section numbers been assigned correctly?				
16		At how many places direction of roads & paths are given?				
17		Have roads and paths been described?				
18		How many landmarks burried in this plan?				
19		How many boundaries have been described ?				
20		Have any boundary that are not adopted been properly clitched?				
21		Have necessary reservations been left?				
22		Have necessary means of access been Left?				

23	Have necessary revenue boundaries been shown?				
24	Have all abbreviations used in the plan been described under "References" in section?				
25	Have all steams been described and direction of flow been shown?				
26	Are abutting village name/plan No etc. given correctly?				
27	Indicate the section number where starting lot number appeared				
28	Are lots correctly numbered starting from the section one if the plan has more sections?				
29	Are any section been taken to the northern and eastern sides of the section 1?				
30	Did you check the original letter consisting DSO PP No/Last Lot information? If so give annexure number.				
31	Are plan No (FVP/FTP/PP etc.), Sup/Inset No. & Sheet No. given correctly in all sections and TL pages?				
32	Are plan & TL pages agree with the last lot information obtained from DSO?				
33	Is Reqn. number given in all TL pages / reference given to relevant page correctly?				
34	Are purpose of the survey/Land Ministry and line Ministry numbers indicated in between DS's number and S.G's Reqn. number vide DSR 318 (6.28) in case of Acquisition surveys?				
35	Are number of trees indicated vide DSR 308 (6.18) in case of Acquisition surveys?				
36	Are schedule of boundaries available and correct?				
37	Have lines of about 1cm been drawn for lots with no schedule of boundaries available?				
38	Are extent in square meters given in TL for extents less than 0.1 ha?				
39	Are width of single line channels, streams etc. given in TLL and FBB?				
40	Is Grama Niladari (No Suggestions) certificate annexed? If so give annexure number.				

41	Has the list of allottees to whom boundaries pointed out been annexed? If so give annexure number.					
42	Does surveyor's computation agree with check computation?					
43	Have amendment tracings been correctly prepared in duplicate with sufficient information?					
44	Have proscription tracings been correctly prepared in duplicate with sufficient information?					
45	Has fixation tracing(s) been correctly prepared and classified with indicating ticks at fixation points?					
46	Has comparison tracing(s) been prepared?					
47	Is new work correctly inserted in metric and 4 Chain key sheet or reported?					
48	What is the meridian use for the work (Magnetic / True)?					
49	Check whether each paper in the file have been correctly numbered with Reqn. Number in red at top R/H/S according to the following order					
	a	Reqn. For survey and connected papers				
	b	Grama Niladhari notice form and other relevant letters for pointing out boundaries				
	c	Allottees handing over list and any other letters from DS				
	d	Computation forms				
	e	Surveyor's report on survey if any				
	f	Bill of cost				
	g	Fixation & comparison tracings				
	h	Proscription tracings				
	i	Amendment tracings				
50	Period of Survey agrees with the Plan, TL and the Report					
51	Has Reqn. been cancelled Vide DSR 189 (4.63)?					
52	Balance area dealt correctly (Extent , Lot etc.) and referred to old lot(s) and TL page(s) DSR 181 (4.55a)					

53	If the boundaries are re-opened tracing is available FBB pages of those					
54	Are number of lots, allotments, extent and number of survey months for the job are given in the report?					
55	Have used sheet No, Lot Nos. etc. been mentioned in the file?					
56	Have Surveyor & S.S signed the plan , TL and the Report?					
57	Number of amendments listed out in the plan by S.S.					
58	Date forwarded for amendments					
59	Date received after amendments					
60	Amendments checked and found correctly attended					
61	Soft copy of the plan has been checked and found that					
	a	it agrees with the hard copy				
	b	the data layers are agreed with chapter XXIV of DSR				
	c	has been forwarded on				
62	Soft copy of the TL has been checked and found that					
	a	it agrees with the hard copy				
	b	has been prepared using latest version of the TL data base software				
	c	has been forwarded on				
63	CD consisting of the soft copy forwarded on					
64	Checked & forwarded to Snr. S.S. on					

Annex 5 CHAPTER X

S.O. 10.19

Plan Examination Sheet /Register

To be filled by Senior S.S. for each Requisition

No	Item	Requisition Number			
		1	2	3	4
a	Name of District. S.O.From To.....				
b	Name of Senior S.S.....				
c	Name of S.S.				
d	Name of Surveyor				
e	Date checked by SS				
f	Date received to D.S.O.				
g	Date received to S.S.(HQ) for checking				
1	Type of Survey (L/LD, L/Msc etc)				
2	Have authority for the changes in the Reqn. been obtained.? If so give annexure number.				
3	If any differences between the Reqn. and the Surveys have been reported, give the para number.				
4	Has direction of the North line been changed?				
5	What is the Scale of the plan? Is it suitable for the work done?				
6	What is the type of the plan prepared (FVP/FCP-Sup, FTP-Inset or Sup etc)?				
7	Are headings of the plan and TLL completed?				
	a	Is it agree with the Reqn.?			
	b	Are spelling of village name etc. given in accordance with old plan or Village list?			

	c	If not ,mentioned in the report and give para number				
8		Are information given under 8 in Sup. Officer's check list is correct?				
9		Are FB numbers given in the plan and TL pages agree? How many FBB have been used?				
10		At how many places FB references shown in blue on plan?.				
11		Are information given under 11 in Sup. Officer's check list is correct?				
12		Are coordinate values correctly entered at corners of field sheets?				
13		Has reference to field sheet sections been given according to DSR 174d(13.6.1)?				
14		Are sheet edges and abutting details exactly agreed?				
15		Have sheet numbers been assigned correctly?				
16		At how many places direction of roads & paths are given?				
17		Have roads and paths been described?				
18		How many landmarks burried in this plan?				
19		How many boundaries have been described ?				
20		Have any boundary that are not adopted been properly clitched?				
21		Have necessary reservations been left?				
22		Have necessary means of access been Left?				
23		Have necessary revenue boundaries been shown?				
24		Have all abbreviations used in the plan been described under "References" in section 1?				
25		Have all steams been described and direction of flow been shown?				
26		Are abutting village name/plan No etc. given correctly?				
27		Indicate the section number where starting lot number appeared				
28		Are lots correctly numbered starting from the section one if the plan has more sections?				
29		Are any section been taken to the northern and eastern sides of the				

	section 1?				
30	Did you check the original letter consisting DSO PP No/Last Lot information? If so give annexure number				
31	Are plan No (FVP/FTP/PP etc.), Sup/Inset No. & Sheet No. given correctly in all sections and TL pages?				
32	Are plan & TL pages agree with the last lot information obtained from DSO?				
33	Is Reqn. number given in all TL pages / reference given to relevant page correctly?				
34	Is the balance area dealt correctly (Extent , Lot etc.) with reference to old lot(s) and TL page(s)?				
35	Are purpose of the survey/Land Ministry and line Ministry numbers indicated in between DS's number and S.G's Reqn. number vide DSR 318 (6.28)in case of Acquisition surveys?				
36	Are number of trees indicated vide DSR 308 (6.18)in case of Acquisition surveys?				
37	Are schedule of boundaries available and correct?				
38	Have lines of about 1cm been drawn for lots with no schedule of boundaries available?				
39	Are extent in square metres given in TL for extents less than 0.1 ha?				
40	Are width of single line channels, streams etc. given in TLL and FBB?				
41	Is Grama niladhary's certificate annexed? If so give annexure number.				
42	Has the list of allottees to whom boundaries pointed out been annexed? If so give annexure number.				
43	Does surveyor's computation agree with check computation?				
44	Have amendment tracings been correctly prepared in duplicate with sufficient information?				
45	Have proscription tracings been correctly prepared in duplicate with sufficient information?				

46	Has fixation tracing(s) been correctly prepared and classified with indicating ticks at fixation points?					
47	Has comparison tracing(s) been prepared?					
48	Is new work correctly inserted in metric and 4 Chain key sheet or reported?					
49	What is the meridian use for the work (Magnetic / True)?					
50	Check whether each paper in the file have been correctly numbered with Reqn. Number in red at top R/H/S according to the following order					
	a	Reqn. for survey and connected papers				
	b	Grama Niladhari notice form and other relevant letters for pointing out boundaries				
	c	Allotment handing over list and any other letters from DS				
	d	Computation forms				
	e	Surveyor's report on survey if any				
	f	Bill of cost				
	g	Fixation & comparison tracings				
	h	Proscription tracings				
	i	Amendment tracings				
51	Does the period of survey agree with the Plan, TL and the Report?					
52	Has the Reqn. been cancelled Vide DSR 189 (4.63)?					
53	Have number of lots, allotments, extent and SM been given in the report?					
54	Have Sup/ Inset/ Sheet/ Lot/ TL page Nos. etc. been mentioned in the file?					
55	Has S.S's field inspection details with FB No/pages given in the report? If so give para number.					
56	Have Surveyor & S.S signed the plan , TL and the Report?					
57	Did check computation at DSO? If so Indicate the number of lots?					

58	Number of amendments listed out in the plan by S.S.(H.Q.)					
59	Date forwarded to Snr. S.S.					
60	Number of amendments added by Snr.S.S.					
61	Date forwarded for amendments					
62	Date received after amendments					
	a	Amendments checked and found correctly attended				
	b	Soft copy has been checked and found that is agree with the hard copy and chapter XXIV Of DSR				
	c	CD number of the Soft copy.				
63	Date Certified by Snr. S.S.					
64	Soft copy has been uploaded on					
65	Office copy of the FVP/FTP/VP has/have been correctly amended on.					
66	Prints issued on					
67	Date submitted to the record room.					
68	Entered as new record to ADITS Programme on					

Annex6CHAPTERX

S.O. 10.17, 10.18 and 10.19

Report of Quality Control of Map/Plans

By District Senior Superintendents of Surveys

District:-

Month :-

Number of Maps/Plans examined	Number of Maps/Plans could approve first instance	Number of amendment traced by the subject draftsman in QCU	Number of amendment traced by the superintendent of Surveys in QCU	Number of amendment traced by the senior superintendent of Surveys

Prepared by - name:-

Signature:-

Checked by - name:-

Signature:-

Signature:-

senior superintendent of Surveys

District:

Copy :- Provincial Surveyor General

Annex 7CHAPTERX

S.O. 10.21

Report of Quality Control of Map/Plans
By Provincial Senior Superintendents of Surveys

Province:

District	Number of Maps/Plans examined	Number of Maps/Plans with omissions	Number of accurate Maps/Plans

Prepared by - name:-

Signature:-

Checked by - name:-

Signature:-

Signature:-

Senior superintendent of Surveys

Province:

Copy :- Provincial Surveyor General

