

CHAPTER XIV
MAPS, DIAGRAMS AND RETURNS
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CHAPTER XIV**MAPS, DIAGRAMS, REPORTS AND RETURNS****Amendments in 1:50,000 maps**

- 14.1** District Senior Superintendent of Surveys are responsible for issuing 1:50,000 maps to be revised in the district to the surveyors through respective Superintendent of Surveys. When a revised map is published, their copies will be issued to the Districts by the Senior Superintendent of Surveys (Map Publication).
- 14.2** Every surveyor will verify the correctness of the 1:50,000 map and report the amendments if any to Head Office through his Superintendent of Surveys and the District Senior Superintendent of Surveys during his stay at a new station, Superintendent of Surveys should assign approximately an areas of 5 kilometers radius to each surveyor for revision.
- Roads should be verified in terms of the standard reference on the 1:50,000 map, and they should be further classified as “concrete paved “, “motorable” or otherwise.
- If any amendment is identified, a tracing should be prepared showing the amendments in red and signed with the date. The publication date of the 1:50,000 map should be written on the tracing.
- Even though amendments are not found, still a report should be submitted. If there are considerable amount of amendments to be done involving actual surveying, the surveyor should report accordingly. Senior Superintendent of Surveys (Map Publication) should inform D.S.G.(GeoInformatics) to make arrangements for field data acquisition. If considered a Topographical Revision is necessary, it will be carried out as per D.S.R. Chapter 19.
- Surveyors engaged on Engineering Surveys, Forest Surveys or Town Surveys, are exempted from this order.
- 14.3** District Superintendent of Surveys and Superintendent of Surveys should record the amendments reported by their surveyors, on their copies of the 1:50,000 maps. While on inspection they should always have the 1:50,000 map of the area they are inspecting with them, as a considerable amount of verification can be done whilst traveling along roads by car or cycle.
- 14.4** The information shown on the tracing will be recorded on the ‘Master Copies’ in Map Publication Branch and will be used in the preparation of the next edition of the 1:50,000 sheets and of other maps which are compiled from the 1:50,000 sheets.

Preliminary Diagrams

- 14.5** District Senior Superintendent of Surveys should issue a tracing at 1:50,000 scale showing the surveys that has already been carried out in and adjoining area to the Superintendent of Surveys before the survey of an area is started.

Area Diagrams (Sporadic Surveys)

- 14.6** Every District Senior Superintendent of Surveys and Superintendent of Surveys will keep a separate “Area Diagram” for each area, on which all sporadic surveys to be done is shown.
- 14.7** The area diagrams are usually on the scale of 1:50,000. They should show all roads, railways, towns, principal villages, rivers and the boundaries & numbers of villages which have been blocked surveyed.
- 14.8** Surveys will be located, but not marked, on the 1:50,000 Topographical maps. They should be located in the correct Grama Niladhari division, but if there are too many surveys in a single village they are shown as [Annexure 01](#).
- 14.9** Number of Survey requisition in each D.S. division should be tabulated as per the prioritization categories in SRIMS and shown below the area diagram.

Office Progress Diagrams

- 14.10** District Senior Superintendent of Surveys will keep an up-to-date office progress diagram. This diagram shows the action taken on surveys completed and sent to the District Survey Office by the field staff, and records the examination & disposal of such surveys.

Surveyors' Journals

- 14.11** All surveyors should keep journals on form S 347/N. This should be entered at the end of each day.

The work performed by the surveyor and the Manum Sahayakas should be recorded separately and entries should be made to the nearest half-day. When the figures thus entered to do not give a clear indication of the volume of miscellaneous work done, a concise note should be made in the remarks column.

Surveyors engaged on GPS/EDM traversing or special surveys should amend the headings in the journal to suit such work.

- 14.12** Two journal forms namely Shuttle-Copy and Master-Copy should be maintained for each month. Shuttle-Copy will be sent to the Superintendent of Surveys at the end of each week and brought up-to date on receipt from him. All remarks made by him on Shuttle-Copy should be copied in red on to the Master-Copy.

At the end of the month the surveyor will retain the Shuttle Copy with him and Master Copy will be submitted to Superintendent of Surveys at the monthly progress review meeting along with next month work program, survey equipment and vehicle reservation request etc.

- 14.13** No. of allotments, extent, no. of landmarks used etc. should be separately recorded for each requisition in order to calculate bill of cost for some type of surveys.

Miscellaneous Reports

- 14.14 Ministry's Progress Review:** District Senior Superintendent of Surveys should submit progress reports generated through SRIMS on work accomplished during the month to reach Senior S.S.(Provincial) in Head Office by the end of each month.

- 14.15 Monthly Returns:** Monthly progress reports should be prepared and submitted by Superintendent of Surveys to reach the District Senior Superintendent of Surveys by the 2nd working day of the following month. District Senior Superintendent of Surveys should prepare and forward monthly returns to reach Head Office through Provincial Office by 10th of the month.

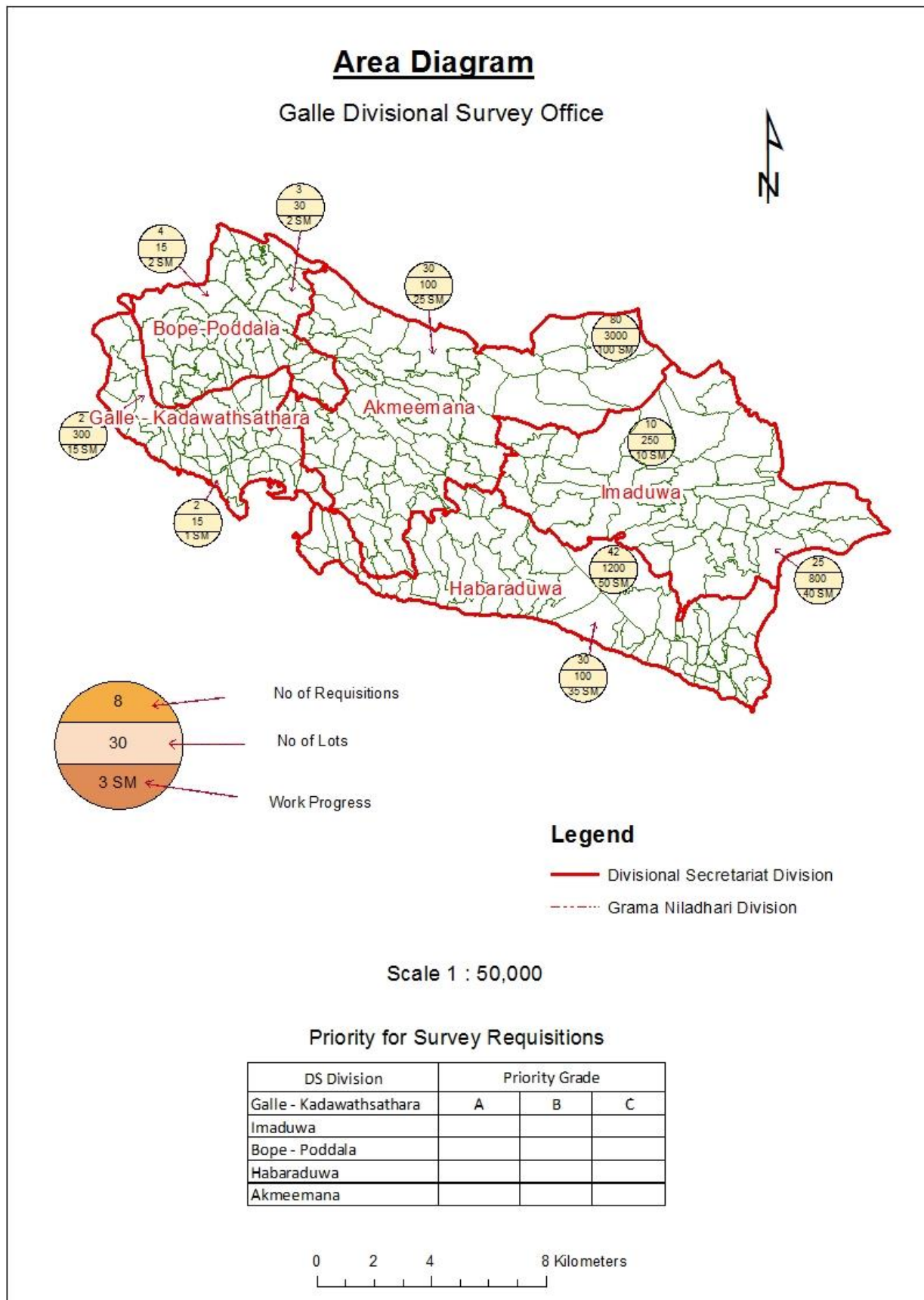
- 14.16 Annual Reports:** Every District Senior Superintendent of Surveys should prepare a summarized report on work completed during the year through SRIMS and forwarded to the Provincial Surveyor General.

- 14.17** Annual reports should reach to Progress branch in Head Office by the 10th of January each year.

- 14.18 Cost of Work:** It is the duty of every surveyor to keep the cost of his work as low as possible, and every Superintendent of Surveys should look into the cost involved in surveys done under his supervision in order to achieve the target.

- 14.19** Every surveyor will enter the average monthly progress in cage 7 of his confidential report form. Superintendent of Surveys should take into account the facts in cage 4,5, and 7 of the confidential report in recommending next salary increment.

- 14.20** Surveyor should prepare a bill of cost for each survey work considering the time and other expenses incurred on it in the form S 152.

Annexure 01

DSR

MAPS, DIARAMS. REPORTS AND RETURNS.

CORRECTION SLIPS



DSR

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