

CHAPTER XI
FIELD BOOKS
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CHAPTER XI

FIELD BOOKS

- 11.1** Numbered field books must be used for recording measurements and temporary books or loose sheets of paper must never be used. When traversing with EDM/Total Station, EDM field books must be used for recording.
- 11.2** A separate field book should be taken up for each Block Survey Village. Blank pages in the Block Survey Village Field Book should be used for Demarcation Surveys and for any surveys made after the issue of the Final Village Plan.

The numbers of the Village Plans or Final Village Plans should be written on the cover of the field book.

In cadastral Surveys also should act as similar manner and Map Number and block number should be written on the cover of the field book.

- 11.3** The index page of a field book should be filled up as the survey proceeds, and should show clearly the contents of the book and the number of the sheet/ number of the map or plan on which the work appears. In the case of a Requisition for survey, the number of the requisition, Field Sheet/Map or Plan and lot numbers should be shown in red against each survey.

In Demarcation Surveys a note should be made in the index page that “S. O’s lots and B. S. lots given in his memo of demarcations are entered in blue.”

- 11.4** At the end of each day’s work following information should be entered in after the days entries of the field book and certify with the surveyor’s name and full signature and date.

<u>In Theodolite surveys</u>	<u>In Total station surveys</u>
No of instrument stations	No of instrument stations
Number of angles measured	No of observations
Number of Lines surveyed	Number of Lines surveyed
Number of Landmark surveyed	Number of Landmark surveyed
Length surveyed	Length surveyed
Travelled km	Travelled km
Weather	Weather
	<u>Instrument Number</u>
Name of GS or agent present	Name of GS or agent present

- 11.5** On completion of the survey of any requisition in a field book, the surveyor should make the following certificate on the last page on which the survey appears: -

“The landmarks shown on pages Nos. have been personally checked and measurements are taken to on the ground by me. Boundaries pointed out by and to”

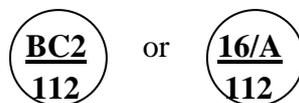
- 11.6** In all large surveys, as it is likely that there will be more than one person who pointed out the boundaries and to whom the landmarks were pointed out by the surveyor, only the landmarks certificate will appear on the index page and the name of the person who pointed out the boundaries will appear at the end of the survey on of such days.
- 11.7** Every boundary shown in the field book, as well as the land on either side must be described on every page.
- 11.8** Overcrowding field book pages and unnecessary repetition of tenementary information should be avoided.

Where a lot appears in several pages of a field book, the full tenementary information should be given on one page and the other pages should contain the name and description of the lot, with a reference to the page containing the full information.

Where two lots on the same page of a field book have a reasonable portion of the tenementary information in common, a suitable reference to the common information (such as: “see ‘A’ ”) can be entered against one lot.

In the Field book every page Map/Plan number should be given in read and all lot numbers should be given in red.

- 11.9** As the details of the settlement are copied from the Settlement Officer’s memo of demarcations, it is not necessary to enter the details in the field books. A reference to the Settlement Officer’s lot numbers and affected block survey lot numbers will be given in blue in all the field book pages, within the respective lots, thus:



The information above the line being the Settlement Officer’s lot number, and the figure below, the block survey lot number. This entry may be made in pencil in the field and inked in blue immediately after the survey.

Names of lands and descriptions of cultivations should be given in the field book where the main portion of the Settlement Officer’s lot appears.

Details of settlement will however, be given in full in the tenement lists.

- 11.10** Names of abutting lands and claimants must be given.

- 11.11** Names of encroachers and claimants must be carefully entered. The addresses of encroachers and claimants not living in the village should be given.
- 11.12** If any boundary, which is not a permanent feature, is not landmarked, a note giving the reason should be made at the foot of the page of the field book.
- 11.13** The boundaries of all roads and tracks, except footpaths, will be shown by firm lines in the field book. Footpaths will be shown by broken double lines.
- 11.14** Landmarks should not be entered in ink in field books or on plans until they have been surveyed.
- 11.15** In describing boundaries and surveyed detail, the conventional signs in Technical Instructions, Appendix 21, should be used.
- 11.16** All cross-references in field books should be done in the field.
- 11.17** No surveyor should make an entry in a field book on another surveyor's work, or on his own work of a previous survey, except for the purpose of cross-referencing.
- 11.18** Surveyors should report promptly cases needing re-chaining or re-angling, to the Supervising Officers, who should see that these are correctly carried out.

When re-chaining or re-angling is necessary, the new measurements should be booked on a separate page of the field book and cross-referenced to the old work.

The incorrect bearings or chainages in the old work should be crossed out and correct bearings or chainages entered in red. The following certificate should be signed and dated on each page of the old work "Bearings or chainages in red adopted after re-angling or re-chaining, See F. B. pagefor re-angling or re-chaining".

- 11.19** When it is necessary to re-set or re-open old boundaries, chain lines re-opened from the old field books must be booked separately, giving the actual values re-set, and must be carefully cross-referenced.
- 11.20** All differences should be shown, and misclosures should be indicated and correctly adjusted. This must be done immediately after the observations have been made.
- 11.21** All corrections in field books must be initialed and dated thus: -

T.W. 9.11.2006

A certificate must be entered, at the same time, at the foot of the page giving the number (in words and figures) of corrections made in each case, thus: -

One (1) correction by me initialed thus

T.W.
9.11.2006

(signed) T.Weerasinghe 9.11.2006

or Three (3) more corrections by me initialed and dated thus :-

T.W.
20.11.2006

(Signed) T. Weerasinghe 20.11.2006.

- 11.22** Original field book entries must not be erased, added to or altered. If found to be wrong, they must be corrected by neatly crossing out the incorrect entries, re-writing them so that both the incorrect and the correct entries can be clearly followed, and initialing, dating and certifying the correction, as required in paragraph 11.21. This rule applies to all classes of field book entries.
- 11.23** The initials and dates and the necessary certificates to corrections in field book entries must be inserted immediately after each correction has been made.
- 11.24** **Where ever** signatures place in the field book name and date should be written legible manner.
- 11.25** Rough notes or calculations should not be made on field book pages.
- 11.26** Recording measurements in field books should be done according to the annex 1 to 10 of DSR Chapter XXII, and for further instructions see Technical Instructions, Chapter IV. When Total Station or EDM used for traversing, recording measurements in field books should be done according to the annex 1 and 10 of DSR XXII

Level Books

- 11.27** All entries in level books must be ink. Alternations of figures by writing one number over another, or erasures of any sort, are forbidden; if a figure is wrongly entered it must be corrected by crossing out the incorrect figure and entering the correct figure above it. The correction must be initialed and dated.
- 11.28** The outer cover of every level book will have written on it in ink the number of the book and the description of the work e.g. Rajangana Engineering surveys, 1964.
- 11.29** The Index page of each book should be entered in the same manner as a departmental field book with a description of the work on each page. The Index page should be

kept up to date. In the case of spot height leveling, the index should be diagrammatic.

- 11.30** At the end of each day's work, the leveler should enter his signature, rank and date.
- 11.31** Reduced levels may be computed on loose pieces of paper but the copying in to the level book must be very carefully checked before the paper is destroyed. Each leveler is responsible for the correctness of every entry, which appears above his signature.
- 11.32** The close of each line of leveling should be clearly shown. Errors of closure should be eliminated in the leveling for the establishment of benchmarks. If the closure exceeds the allowed error, the leveling of the line must be cancelled and fresh observations taken.
- 11.33** At the end of each day's work leveling must be closed on benchmark or a temporary benchmark. Small, number pegs are not to be used as temporary benchmarks.
- 11.34** Primary and secondary leveling should be booked to 5 decimals of a meter. After closing on a benchmark (old or new) two more booking spaces must be left (for use in Geodetic Survey Branch) before the booking of the next section is started.
- 11.35** Tertiary leveling should be booked to four decimals of a meter. All other leveling will be booked to two places of a meter.
- 11.36** When taking spot height for contours, the leveler should enter the number of the line on the top of each page of the level book and the number or each picket beside which a spot height is taken in the remarks column. For intermediate spot heights between pickets the distance from the nearest numbered picket should be measured and shown (see Technical Instructions chapter 5)
- 11.37** The position and value of the terminal benchmarks in a line should be verified by test leveling to the adjoining benchmarks on either side. If any discrepancy is disclosed the check should be extended till two consecutive benchmarks are in sympathy. The accuracy to which observations are taken for the test should be of the same order as for the leveling of the proposed level lines.

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