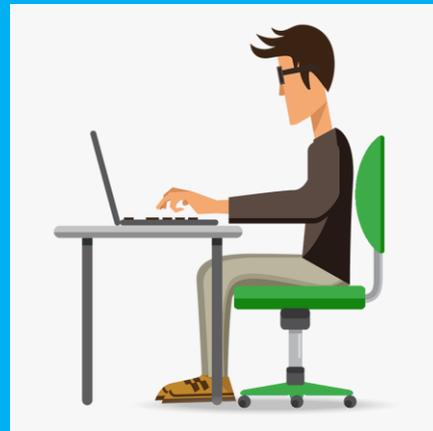


Standard Operating Manual

Survey Assistant (SA)



BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Households Mapped:



Clusters Mapped:



Functionaries Mapped



Volunteers Mapped:



Secretariat Vacancies

Functionaries & Volunteers



Service Requests Received

Since Inception (26-01-2020)



Service Requests Closed

Till Date



Grievances Raised



Grievances Resolved:



Registers Maintained at the Secretariat

1	Attendance Register	6	Stock Register
2	Movement Register	7	Cash Balance Register
3	Casual Leaves Register	8	GSWS Services Register
4	Tappal Register	9	Meeseva Register
5	SPANDANA Grievances Register	10	Visitors Register

DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached:



Service Requests Raised



Service Requests Closed:
From Till Date



Grievances Raised
From Till date



Grievances Resolved:



Registers Maintained by the Functionary

1	Subdivision Register	6	Resurvey Settlement Register [RSR]
2	F line (Field line) Demarcation Register	7	Encroachment Registers
3	Mutation Register	8	Ground Control Points Register
4	Stone Survey Register	9	Town & Street Survey Records
5	Field Measurement Books		

COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:
Thrice A Day: **10.30 AM** |
3.00 PM | **5.00 PM**



Update Movement
Register before & after
Field Visits



Always Wear Uniforms
at Work



Remain at Secretariat
for SPANDANA From:
3:00 PM To 5:00 PM



Always display posters
of Schemes, non
schemes, list of eligible,
ineligible beneficiaries



Use HRMS for all Leave
Applications, on field
duty regularization by
approval authority



Always wear your Badge
at Work



Compulsory participate
in Gram Sabha meeting
every 3 months

FUNCTIONAL ASPECTS

Key Responsibilities

- Undertake **Gramakantam survey**, detailed Street Survey / **Town Survey**, F lines, Patta Subdivision Land acquisition of Sub-Division, Land Alienation of Sub-Division, Area Errata.
- Maintain **Village Maps**
- Verify **house site scheme layouts**
- Detect **encroachments** in Government lands
- **Undertake Measurement and allotment** of places for government buildings like : Rythu Bharosa Kendra, Primary Healthcare Center, etc.
- **Measure and plot subdivisions** in village and Mandal, incorporate those post scrutinization by the competent authority.
- Submit proposals for **survey error correction** in measurement which do not involve alternation of areas.
- Check entries in Encroachment Register & verify registry during field/ stone inspection.
- Measure new topography details & incorporate changes in the relevant graphic records.
- Maintain survey instruments and equipment allotted to village surveyors

FUNCTIONAL ASPECTS

Responsibilities

Survey Assistant shall:

- Inspect 10% maintainable survey points/ Survey marks /Ground Control points in the villages in his jurisdiction every month.
- Attend the inspections of all the Higher officers as and when informed.
- Issue draft notices under Section 15(2) of the Survey and Boundaries Act to the concerned for renewal of missing/ damaged / removed survey points/ Survey marks /Ground Control points in the villages in his jurisdiction.
- Maintain of stone depots and balance stocks.
- Should attend all the review meetings conducted by Higher authorities and submit monthly tour dairies, progress statements and any information called for by the Department/ Administrative Heads.
- Act as village legal assistant. Should act as a bridge between the law and real life, mediate, educate.
- Assist concerned authorities for arbitration and alternative legal remedies like Lok Adalat, Consumer courts etc.
- Assist the Court Commissioner wherever necessary.
- Assist all the Government Departments in land related matters whenever required.

FUNCTIONAL ASPECTS

Responsibilities

Survey Assistant shall:

- Prepare accounts relating to survey charges/ collection of charges levied for renewal of survey stones or survey marks / ground control points wherever the cost is borne by the Government.
- Maintain the village maps, Field Measurement books, RSR (Re survey Record)/ Fair Adangal Registers, Registers related to ground control points, Stone survey registers, Encroachment registers, F Line/Demarcation registers Street survey records and Town survey records in his jurisdiction.
- Survey Assistant shall prepare/ convert of manual land records into graphic records using Bhumithi, Collabland and other CAD software any other software adopted by the Department/ Government.

Note: Shall also be responsible for:

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO. MS No 419, Dated: 27-09-2019, Issued by: Revenue Department
https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/15_GO_Ms_419-Revenue-Village_Surveyor_Jobchart.pdf
- Also Refer GSWS Employee Corner for Survey Assistant Calendar Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/VILLAGE%20SURVEYOR%20English%20version.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- F line (Field line) application
- Subdivision service
- Adangal Corrections
- Area erette application