

## Information providing in Survey & Land Records Department(RTI)

- Resurvey & Digital Resurvey progress and details
- Supply of Old & Resurvey Records
- Subjects related to statutory powers of department, GO, Circular, Sop & Survey manual details, general matters
- Works related to special survey
- Digital Survey (Order, Minutes, Proceedings), DILRMP in Kerala, Works related to modern survey and Drone Survey.
- Establishment matters relating to First Grade Draftsman & Second Grade Draftsman & Tracer.(Vacancy, Promotion, Transfer, service verification, probation declaration,deputation Grand of LWA etc)
- Establishment matters relating to First Grade Surveyor and Second Grade Surveyor, (Vacancy, Promotion, Transfer, service verification, probation declaration,deputation Grand of LWA etc)
- Establishment matters relating to Printer, Binder, Driver, Chainman, Pressman, Printing expert, Attender, Photographer, Night guard, Part time gardener, Part time sweeper, Casual sweeper and all Last Grade Servant, (Vacancy, Promotion, Transfer, service verification, probation declaration,deputation Grand of LWA etc)
- Papers related to general establishment of survey dept, Periodicals related to vacancy reported to PSC.
- Purchasing of Survey Equipments, Electronic Equipment, Vehicle, Computers, Furniture, Construction of buildings, Maintenance of Total Station
- Regarding Entebhoomi portal, e- rekha & all other software related works
- All the KLRMM related technical files, COR stations, CORS control centre, GPS/ CORS data & all related activities.
- Regarding SPMU Establishment details
- Collection of non-tax statements (annual collections details from sub officers), all papers relating to the Subject committee demands/ meeting & demand for granding.
- Delegation of financial Powers to the officers in this department and Pay Revision related files
- Regarding 3 Months Chain Survey Course, E-Office implementation, Website monitoring
- Regarding Digital Survey- Contract Surveyor & Helper recruitment, File related to MGRTCS.
- Regarding Torrense Licence
- Regarding Departmental Chain Survey and Higher Survey Course of Revenue Officers, Conducting Higher Survey Course & CD Course

- Pension papers relating to staffs of Survey department
- Higher Grade Fixation of all non-gazetted employees
- Establishment matters of AS, FO, SS, JS, Head Clerk, Senior Clerks, Clerks, Confidential Assistants, Attender, Office Attendant working in the Directorate.
- Office Orders
- Allocation of EMPID
- Establishment matters relating to H.S. and H.D's including Transfer and Posting, employment under compassionate ground of HS & HD.
- Establishment matters, Promotion, Transfer and Postings of Superintendent of Survey and Land Records, employment under compassionate ground of Survey Superintendent, Higher Grade SSLR
- Establishment matters of all Gazetted Officers except Promotion, Transfer and Posting of Superintendent of Survey and Land Records
- Regarding Land Complaint files
- Regarding Inter State Boundary verification, Official Language, , E-Auction.
- Preparation of administrative reports & department vehicle details
- Regarding CSO Press.
- Purchase of survey stones, shifting of office building, rent of office building.
- CM's Web Portal, Pearl Software (Pension)
- Regarding Survey Vigilance Files(Action completed files details)
- Preparation of Seniority List of Chainman,Tracer, Binder, Driver, SGD, FGD, HD, SGS, FGS, HS, Lower DPC related to H.S./H.D,TA, SSLR
- Preparation of Seniority List in respect of Survey Superintendent, Technical Assistant, Assistant Director (Office & Field wing), Deputy Director (Office & Field wing), Joint Director and Additional Director; Lower DPC related to Superintendent of Survey, Higher DPC related to AD, DD (FW & OW).