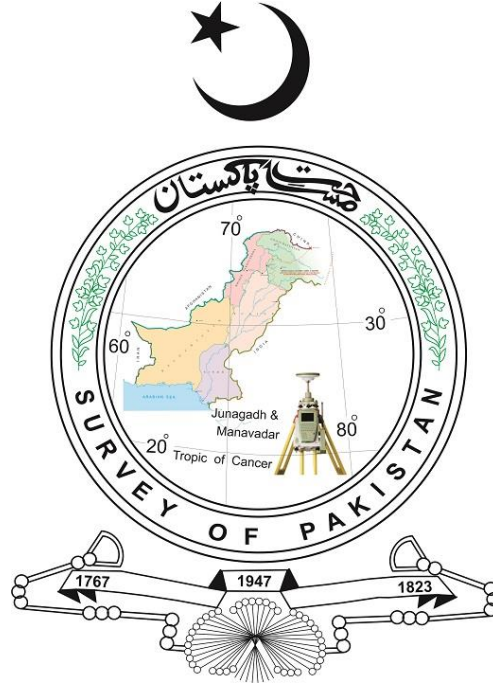


SURVEY OF PAKISTAN



STANDARD OPERATING PROCEDURES (SOPs) FOR VISITS OF STUDENTS TO SURVEY OF PAKISTAN

Authority: SGO letter No. 104/14-A-8/PS dated 17th January, 2020

STANDARD OPERATING PROCEDURES FOR VISITS OF STUDENTS TO SURVEY OF PAKISTAN

General:

1. Concerned colleges / universities / institutes will approach Surveyor General Office, Survey of Pakistan, Rawalpindi for visit of their students to understand / enhance their skills in the fields of Surveying, Mapping, Photogrammetry & Remote Sensing, Printing and GIS.
2. In order to stream line the visits of students of various civil institutions / Army personnels to Survey of Pakistan, following policy / guidelines are prepared.

Parameters:

- i. Universities & Colleges / Institutes will provide detail of students and faculty members as per enclosed Format (Annex-A) at least 15 days before the proposed schedule of visit.
- ii. Functional Contact / Fax numbers / Email addresses will be clearly mentioned in the letter.
- iii. Security clearance of students / faculty members will be the responsibility of concerned institute / college / university. They will provide certificate in this regard.
- iv. Dual Nationality Holders / Foreigner Students will not be allowed to visit Survey of Pakistan.
- v. In case of more students, visit will take place in the form of groups. Each group will have a max. No. of 30 students.
- vi. Visiting students/ faculty members will have to follow the rules/regulations of Survey of Pakistan.
- vii. Visitors will be strictly prohibited for use of smart phones and cameras in the vicinity of Survey of Pakistan.
- viii. Visitors will not be allowed to bring Laptop / USB with them in the premises of Survey of Pakistan.
- ix. Authorities of concerned colleges / institutes / universities will coordinate with the conducting officer of Survey of Pakistan before the visit.

For Survey of Pakistan:

- i. Letter received from college / institute / university will be evaluated in DTR office / SGO.
- ii. Surveyor General / Competent Authority will approve the schedule of visit as well as nominate a conducting officer to conduct the visit.
- iii. Concerned college / institute / university will be informed about the schedule of visit and conducting officer / office.
- iv. Conducting officer will prepare a plan for the visit and will coordinate with the concerned college / institute / university.
- v. Senior Security Officer / Security Officer will be informed by DTR Office / SGO about the schedule of visit. Security Staff will remain high alert during the visit.
- vi. Following guide lines will be observed in case of Army personnels to visit Survey of Pakistan.

Sl. #	Visiting Personnels	Conducting Officer
1	Personnel up to Col.	Grade 17 / 18
2	Brigadier	Grade 19
3	Maj. General	Grade 20
4	Above Maj. General	as advised by S.G

What is to be visited:

The visit will be confined to visit of following points:

LPO, Printing Press, Archive Hall, Cartographic Sections of MPO & Photogrammetric Work at DPO.

Responsibilities:

Conduct of visit will be the responsibility of Directorate of Photogrammetry and Directorate of Map Publication on alternate basis without any change in the order. Directorates will nominate a conducting officer for the visit.

Administration:

DP / DMP will administer the whole visit. They will prepare a plan for the visit. Students will be allowed to visit the sections / offices as per plan.

Coordination:

Conducting officer will coordinate with the concerned college / institute.

Instruction letter on visit:

SGO will issue instruction letter for visiting college, conducting officer and security officer of SoP for smooth execution of the visit.

Security:

Senior Security Officer / Security Officer will be informed by DTR Office / SGO about the schedule of visit. Security Staff will accompany the visitors and will remain alert during the visit.

Annex – A

a) Faculty members

Sl.#	Name	Designation	CNIC #

b) Students

Sl.#	Name	Father's Name	CNIC #