

## **SURVEYOR GENERAL'S COMMUNICATION NO. 5**

### **DEPARTMENTAL POLICY – TRAINING AND PROMOTION EXAMINATIONS**

#### **General**

1. Laying down training parameters is important to workout a standard training policy in an institution. This helps in providing equal opportunities to all to demonstrate individual capabilities besides gaining in personal skills and delivering standard output. Training conducted in a systematic and objective manner can indicate actual individual capabilities and can prove to be effective measure to assess an individual's potential for ascertaining merit for career advancement.

Besides personal advancement well managed training can effectively and progressively improve professional standards in an institution.

#### **Aims.**

2. The aim of this policy is to lay down basic training parameters for various trades in the department and prescribe promotion examinations at various levels.

### **TECHNICAL STAFF**

#### **Technician (Field)**

3. On fresh recruitment, a Technician (Tech) will undergo certificate course at Survey Training Institute (STI) for a specified period. The tech will be recommended for various trades based on their performance during the course, at the end of the course

4. On completion of training from STI, Techs will be posted to various directorates. Techs will be further trained in respective directorates in relevant fields for remaining period while still on probation. A performance report will be submitted to Surveyor General's Office (SGO) specifically pointing out recommendations related to suitability at the end of this probation/training period

5. After a service of 6-10 years, or when a tech. is in promotion zone from Grade-5/7 to Grade-7/9, it will be mandatory for him to undergo a Refresher Course conducted at STI.

#### **Technician (Field) Grade 9**

6. After successful completion of specified length of service in Grade 9 before his promotion as Technical Assistant, a Surveyor will undergo a departmental exam conducted by a Board of Officers, whose composition will be:

- |    |                  |           |
|----|------------------|-----------|
| a. | Grade 18 Officer | President |
| b. | Grade 17 Officer | Member    |
| c. | Grade 16 Officer | Member    |

7. The Departmental Promotion Committee will give due consideration to reports of following courses:-

- a. Certificate course
- b. Refresher course
- c. Periodical training in the Dtes / Circles

### Technical Assistant (Field) Grade-11

8. After promotion as TA and as newly inducted TA individual will undergo a Diploma course conducted at STI for a specified period.
9. TAs will regularly attend one Refresher course after 5-7 years service as TA and / or before promotion to Survey Officer (SO) conducted at STI.
10. A departmental test will be conducted for TAs in promotion zone. Following board of officers will conduct the test-
  - a. Grade 19 Officer President
  - b. Grade 18 Officer Member
  - c. Grade 17 Officer Member
11. Promotion test will be conducted in following two subjects:-
  - a. Technical knowledge
  - b. English language (written)

### Survey Officer (Grade 16)

12. All Survey Officers shall undergo specialized courses designed for them to enhance their technical knowledge in all fields of Surveying and Mapping, at STI as follows:-
  - a. SOs with parent cadre such as field will undergo specialised training in Photogrammetry/Cartography and vice versa.
  - b. Training in computer related Technology/Softwares etc.
13. After successful completion of specific length of service and before promotion to higher grade, a promotion test will be conducted by following board of officers
  - a. Grade 19 Officer President
  - b. Grade 18 Officer Member
  - c. Grade 17 Officer Member
14. Promotion test will be in two parts:-
  - a. **Part-I – Written.** Candidates will be examined in following courses:-
    - (1) Technical
    - (2) English language
    - (3) General knowledge
  - b. **Part-II Interview** By a Board of officers to be detailed by SGO as in para 13 above and according to policy laid down vide Establishment Division Office Memorandum No.10/7/2000-CP.I dated 8<sup>th</sup> May 2001 shall be followed.

### Assistant Director (Grade-17)

15. All directly inducted Grade-17 officers shall go through diploma/B.Sc Surveying Course at STI. Subject to completion of other requirements for promotion to Grade-18, Assistant Director due for promotion will be administered a departmental promotion test, conducted in two parts:-

- a. **Part-I Written.** Test in following subjects will be conducted:
- (1) Technical
  - (2) English language
  - (3) General knowledge
- b. **Part-II Interview** Following board of officers will conduct the test/interview:-
- (1) Grade 20. Officer President
  - (2) Grade 19 Officer Member
  - (3) Grade 19 Officer Member

Preference will given to foreign qualified officers for promotion.

**Deputy Directors / Directors (Grade 18/19)**

16. Policy specified vide establishment Division office Memorandum No.10/7/2000-CP.I dated 8<sup>th</sup> May, 2001 will be followed.

**Technician (Cartography).**

17. Same procedure will be followed as applicable for Technician (Field) except that the field training will be sub-divided as:-

- a. Field training One month (conducted by STI)
- b. Lab/office training Two months (conducted by MPO)

**Technician (Reproduction)**

18. Same procedure will be followed as applicable for Tech(F) except that the field training will be sub divided as:-

- a. Field training One month (conducted by STI)
- b. Lab/office training Two months (conducted by LPO)

19. A separate refresher Course will be organized by STI in consultation with a renowned printing institute (Local/abroad) for T.A (Rep).

**Tech (Photo/Photogrammetry/Geodesy)**

20. Same procedure will be followed as applicable for Tech (F) except following changes:-

During Diploma Course, the field training will be organized as:

- a. Field training One month (conducted by STI with special emphasis on post pointing/field/Geodesy and other related topics)
- b. Lab/Office training Two months (conducted by DPO)



## ADMINISTRATIVE STAFF

### LDC (BPS-5)

21. On fresh recruitment, LDC will be entrusted typing/diary dispatch work by respective Directorate/Office. Before termination of probationary period, a test will be conducted in respective Directorate/Office and recommendations for termination or otherwise of probationary period in accordance with the test result shall be forwarded to SGO for approval of Surveyor General of Pakistan. When the official is in promotion zone from B-5 to B-7, it will be mandatory for him/her to undergo a course to be arranged at STI for a period of 3 months. On the recommendation/result of the course, he/she will be considered for promotion/placement.

### UDC (BPS-7)

22. On fresh recruitment UDC will be employed on noting/drafting, preparation of pay, TA and contingent bills, pension papers, leave cases, maintenance of service book/rolls, and other clerical duties assigned by their respective Directorate Office. Before recommending for termination of their probationary period Directorate/Office will conduct a test and submit the test result with recommendation. When the official reaches promotion zone, he/she should undergo a training course to be arranged at STI for 3 months. Consideration for further promotion to B-9/11 will be based on result of the course conducted in STI. For those promoted from LDC, there shall be no course at STI as UDC.

### UDC (BPS-9)

23. After successful completion of specified length of services in B-9 a UDC before his/her promotion to Assistant B-11/Head Clerk B-10 will undergo a departmental written and practical examination conducted by a board of officers whose composition will be:-

- |    |                  |           |
|----|------------------|-----------|
| a. | Grade 18 Officer | President |
| b. | Grade 17 Officer | Member    |
| c. | Grade 16 Officer | Member    |

The result of examination shall determine suitability for promotion. STI will lay down standard, for the test.

### ASSISTANT (BPS-11/15)

24. Assistants (B-11) recruited directly and those promoted from UDC should be employed on noting/drafting, budget, disciplinary cases and should have knowledge of financial rules, E&D rules and other allied establishment matters. Before termination of probationary period a test will be conducted in SGO by the following board:-

- |    |                  |          |
|----|------------------|----------|
| a. | Grade 19 Officer | Chairman |
| b. | CAO              | Member   |
| c. | ADT&R            | Member   |

Recommendation for termination of probationary period or otherwise will accompany the test papers. When an Assistant is in promotion zone from B-11/15 to selection grade B-15/Supdt B-16, it will be mandatory for him/her to undergo a refresher course for a period of 3 months in STI. His/Her promotion/placement to the above grade will be considered by the DPC in the light of performance/result of the course.

### **HEAD CLERK (BPS 10)**

25. Head clerk on promotion to be posted in unit/office and should have knowledge of noting/drafting, budgeting, financial control and other rules & regulation. At the time of termination of probationary period the Directorate concerned should conduct a test in the above field and termination of probationary period be recommended accordingly. When he will be in promotion zone for office supervisor B-14, he/she should undergo a training course at STI for 3 months and DPC shall consider individual course performance at the time of promotion.

### **OFFICE SUPERVISOR (BPS 14)**

26. The concerned Directorate should test office supervisor B-14 promoted and appointed on probation at the time of recommending termination of his probationary period. Recommendation for termination or otherwise should accompany his last result. When he/she is eligible for promotion to the post of AO (B-16) he/she shall undergo a course of 3 months as in para 24 above. A departmental examination will be conducted by a Board with the composition of the following officers:-

- |    |                   |          |
|----|-------------------|----------|
| a. | Grade 19 Officers | Chairman |
| b. | Dy. Director      | Member   |
| c. | Asstt. Director   | Member   |

DPC will consider promotion in the light of results of results of test/examination.

### **PROMOTION FROM BPS -16 TO BPS -17**

27. Government instructions will be followed in case of promotion from B-16 to B-17.

### **Miscellaneous**

28. The Director STI will be responsible for:-

- a. Preparation of syllabi of all course and refresher cadres etc.
  - b. Conduct of courses and cadres.
  - c. Initiation of end of course, individual course reports and consummative report on each course.
  - d. Conduct of promotion examination/ test in liaison with SGO under guidance of Deputy Surveyor General-I and Deputy Surveyor General-II for administrative and technical matters respectively.
29. The training and promotion standards for other trades like Store Keepers, Book Binders and Steno typists etc., shall be specified separately.
30. The promotion examination in all cases shall be conducted twice a year i.e. in the month of April/May and October/November.

### Conclusion

31. Training is the essence behind an accomplished output. A systematic training mixed with experience in respective jobs conducted at appropriate intervals, through an individual career has been laid down in the above policy. In order to enforce merit and provide incentive to capable officers/officials examinations/tests have been introduced at various levels. It is hoped that the policy shall serve as ground rules/direction for the institutional progress of Survey of Pakistan