

SURVEYING AND MAPPING RULES, 2015

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Form I

Procedure for registration of Firm I Organization with Survey of Pakistan (SoP)

Form-A

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Form-B

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SURVEYING AND MAPPING RULES, 2015

1. Short title and commencement.(1) These rules may be called the Surveying and Mapping Rules, 2015.

(2) These shall come into force at once.

2. Definitions. In these rules, unless there is anything repugnant in the subject or context,-

- (i) "accuracy" means Degree of conformity with a standard or accepted value and relates to the quality of a result, and is distinct from precision, which relates to the quality of the operation by which the result is obtained;
 - (ii) "Act" means the Surveying and Mapping Act, 2014 (I of 2014);
 - (iii) "Class" means categorization of a coordinate's local accuracy to be used when classifying the local accuracy of Pakistan control system data;
 - (iv) "coordinates system" means a system for allocating -coordinates to points in space in some specified way in relation to designated axes, planes, or surfaces, The simplest coordinates system consists of orthogonal coordinates axes, known as a Cartesian. coordinates system;
 - (v) "delimitation of boundary" refers to the agreement on alignment of the boundary, natural or artificial, and its descriptions with respect to topographical features and co-ordinates on the ground or on an agreed map;
 - (vi) "delineation" involves survey and portrayal of the demarcated boundary in correct relation to topography on a map of suitable scale;
 - (vii) "demarcation of boundary" means identification of the delimited boundary on the ground and establishment of pillars and other markers wherever necessary to identify the line on the ground in an unambiguous manner. Usually the geographical co-ordinates of such pillars and markers, and sometimes of other' points on the boundary or reference pillars, are also fixed, and a schedule of coordinates is prepared;
 - (viii) "OEM" means a digital elevation model or 3D representation of barren earth surface only representing the height information without any further definition about the surface;
 - (ix) "OSM" means a digital surface model or 3D representation of earth surface including all Objects on it like vegetation, infrastructure and buildings;
 - (x) "OTM" means a digital terrain model or 3D representation of all terrain information available on the earth;
 - (xi) "error" means the difference between an observed or calculated value of a quantity and the ideal or true value of that quantity, provided that the ideal or true value of a quantity cannot be known with exactness and "error" is applied to a difference between an observed or computed value of a quantity and some standard or accepted value used instead of the ideal or true value;
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- (xii) "Everest 1830" means the ellipsoid, designed to best-fit Indo-Pak sub-continent adopted as national datum to which geodetic measurements are referred to;
- (xiii) "Inertial Navigation System (INS)" means a system of mutually orthogonal gyros and same number of mutually orthogonal accelerometers that can provide information for position, velocity and heading at every instant time. Using gyroscopes one can determine rotation elements whereas accelerometers provide sensor velocity and position in 3D space;
- (xiv) "Lambert conformal conic projection" means a conformal conic projection in which geographic meridians are represented by straight lines which meet at pole and geographic parallels are represented by a series of arcs of circles with this point as their centre;
- (xv) "UDAR" means Light Imaging, Detecting and Ranging System an emerging technology of earth scanning system using LASER beams;
- (xvi) "local accuracy" means a value that represents the uncertainty of a coordinate relative to other nearby coordinates;
- (xvii) "network accuracy" means a value that represents the uncertainty of a coordinate relative to a datum;
- (xviii) "order" means a combined categorization of a coordinate's local and network accuracy used to describe the accuracy of coordinates in the order. It shall be used when classifying the accuracy of coordinates. A coordinate must only be assigned to an order if it achieves both the tier and class standards for that order;
- (xix) "pas" means Position Orientation System on board with imaging sensor for direct orientation parameters of each image. The system is a combination of Global Navigational Satellite System (GNSS) and Inertial Navigation System (INS);
- (xx) "projection" means a systematic method of representing the whole or part of the curved surface of the Earth upon another surface usually flat;
- (xxi) "SAR" means Synthetic Aperture Radar. It is earth scanning system using microwave part of electromagnetic spectrum of light source;
- (xxii) "Survey of Pakistan (SoP) set procedures and codes" means technical instructions, policies, professional orders, Technical Hand Books held by or issued for the purpose of carrying out surveying and mapping activities including extra departmental jobs and Accounting Procedure with regards to deposit works;
- (xxiii) "tier" means a categorization of a coordinate's network accuracy. It shall be used when classifying the network accuracy of Pakistan control system data;
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- (xxiv) "Transverse Mercator Projection" means a conformal cylindrical projection in which the surface of ellipsoid, such as the earth, is projected onto a cylinder tangent along a meridian;
- (xxv) "UAV" stands for Un-manned Aerial Vehicle used for low altitude aerial photography;
- (xxvi) "Universal Transverse Mercator (UTM) Projection" means Transverse Mercator Projection accepted universally;
- (xxvii) "Videogrammetry" means art of photogrammetric survey using moving video scenes instead of still photographs or images; and
- (xxviii) "WGS 84" stands for World Geodetic System 84 and means the ellipsoid which is designed to bestfit the whole earth, adopted as universal datum, to which geodetic measurements are referred to.

3. Research and development activities.-(1)The researcher shall intimate, the area of research and development, purpose of research, probable results to be achieved and benefits of the research under the provisions of sub-sections (1) and (2) of section 7 of the Act, to Survey of Pakistan.

- (2) The outcome of research activities carried out under sub-rule (1) shall be shared with the Survey of Pakistan.
- (3) A certificate shall be submitted to SoP by the researcher through concerned university or organization that the research work conducted under sub-rule (1) does not include any classified geo-spatial data and information.

4. Surveys and demarcation, etc.-(1) SoP shall carry out surveying and mapping of whole of Pakistan including, Provinces, districts and tehsils, upto parcel level, as a deposit work, as and when required by any agency under SoP's set procedures.

- (2) SoP shall carry out delineation and demarcation of boundaries between Federal Government and Provinces, divisions, districts, tehsils, union councils, up to basic administrative unit i.e. mauza level, as the case may be, on mutually agreed terms and conditions between the concerned parties, as a deposit work, under SoP's set procedures.
- (3) Fifty percent of the money received against the deposit including paid for jobs, registration, fee for site coordinates and heights, sale of maps and fee received from private students at STI shall be utilized for capacity building of Survey of Pakistan, including Human Resource Development, purchase of instrument or equipment, transport and infrastructure development according to SoP's set procedures.
- (4) Survey of Pakistan shall operate bank account for handling of money received against the deposit in any scheduled bank of Pakistan.

5. Authorization to enter into any land.-(1) Any person, authorized by the Survey of Pakistan, may enter into any land or public building, office or structure for the purposes of carrying out assigned tasks under the provisions of sub-section (1) of section 9 of the Act.

- (2) Before entering into the land or public building, office or structure, the authorized person shall make contact, telephonically or in person or in writing and, if required, through local administration or authority.

6. Datum, projection and standards.(1) There shall be two systems of Datum and projections separately for Defence Map and Open Map Series.

- (2) Spatial data for Defence map series shall be prepared exclusively by Survey of Pakistan using national datum and projection systems. Presently Everest-1830 and Lambert Conformal Conic (LCC) are being used as datum and projection systems respectively.
- (3) Spatial data for open map series (with different scales) shall be provided to and supplied by SoP in Universal Transverse Mercator Projection for Pakistan (UTM) and Local Transverse Mercator Projection for Pakistan (LTM), both with WGS-84 datum. The same projection and datum of the system or that revised by Survey of Pakistan from time to time shall be used for geospatial data production.
- (4) The respective accuracy parameters being used by SoP shall be used when referring to the network accuracy of Pakistan control system data. This network accuracy shall be assessed at the ninety-five percent confidence level.
- (5) The network accuracy of a coordinate shall be quantified at the ninety-five percent confidence level calculated using the mathematical relations as defined by SoP from time to time.
- (6) The accuracy standards for classification or order for gravity survey as defined by SoP from time to time, shall be used for all references.
- (7) The accuracy standards for vertical control network, as defined by SoP from time to time, shall be used for all references.

7. Registration.(1) No public or private organization, private firm or individual, national or international, shall undertake any geospatial data collection, production or analysis work and surveying and mapping activities unless it is registered with Survey of Pakistan. However, all jobs of surveying and mapping activities or production of geospatial data through any source, in any form, and using any technology or tool, indented by any government department, organization or agency (Federal, Provincial or semi-autonomous body); private firm or individual or group including NGOs (both national and international), shall be referred to SoP for information. The jobs related to sensitive, classified nature or falling in security areas of the country shall be executed by SoP as paid-for jobs.

- (2) The eligibility for registration of government departments shall be determined subject to its mandate defined by Federal or Provincial Government.
 - (3) Government departments and private organizations shall not assign any geospatial data collection, production or analysis work and surveying and mapping activities, to such firms which are not registered with Survey of Pakistan.
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- (4) Survey of Pakistan shall register government department, private organization, firm, individual, national or international, etc. according to the procedures specified by Survey of Pakistan as Annex-I to these rules.
- (5) Survey of Pakistan, for carrying out the purpose of the Act, shall create a registration cell comprising the following:-
- (i) Director as Registrar;
 - (ii) Deputy Director as Deputy Registrar;
 - (iii) Assistant Director to act as Secretary ;
 - (iv) Assistant Director as legal officer;
 - (v) three Survey officers;
 - (vi) five Technical Assistants of various disciplines;
 - (vii) an office Supervisor; and
 - (viii) three Clerks,
- (6) Any individual or private firm or Government organization interested in collaboration with any foreign company or firm or non-governmental organization for joint work related to surveying and mapping, collection and production of geospatial data within Pakistan, shall apply to Survey of Pakistan by providing all details of work scope. Survey of Pakistan shall process the case by observing the requisite channels.
- (7) Sub-sections (1) and (2) of section 11 of the Act shall not apply to operations of geospatial data production, analysis, surveying and mapping carried out by-
- (a) any student of surveying studying in public educational institutions or university for academic and research purpose only; and
 - (b) any person who produces geospatial data under immediate super-vision of a registered organization, firm or individual. The outcome can be utilized for academic and research purposes only.
- (8) SoP shall publish the list of registered organizations, firms, individuals, groups, etc. on its website and in print media.

8. Joint survey and mapping and geospatial data production work with foreign companies.-

- (1) The individual or private firm or Government organization working under the provisions of section 13 of the Act, shall be responsible for security clearance of the foreigners from concerned security agencies prior to execution of work, under intimation to SoP and for security of data, existing or produced as such, during all phases of its production.
- (2) Any individual or private firm or Government organization interested in collaboration with any' foreign company or firm or non-governmental organization for joint work related to surveying and mapping, collection and production of geospatial data within Pakistan shall give undertaking that the foreigners shall not carry and export such data out of the country.
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9. Correction of erroneous data.—(1) In case of erroneous data produced by a registered individual or group or firm or organization, Survey of Pakistan shall nominate authorized officers and staff to approach concerned registered individual or group or firm or organization through notice in writing, requiring correction of such erroneous data, within the time specified in the notice.

- (2) In case of failure of concerned registered individual or group or firm or organization in correction of the erroneous data within the time specified in the notice, Survey of Pakistan shall have the authority to engage another registered individual or group or firm or organization for correction of the erroneous data or producing the data afresh.
- (3) The costs or expenses incurred on correction of the erroneous data or producing the data afresh, shall be recovered from the defaulting registered individual or group or firm or organization as a payment to the other registered individual, firm or organization engaged for its correction or survey, within the meaning of sub-section (3) of section 14 of the Act.
- (4) The defaulting registered individual or group or firm or organization under sub-rule (2) shall be warned in writing by Survey of Pakistan for the future and its registration shall be cancelled and black listed in case of default for another time.

10. Management of geospatial data.—(1) All Government Departments engaged with production of geospatial and thematic data shall be bound to share the data for NSDI.

- (2) The technical, institutional and legal frameworks for NSDI shall be prepared through collaboration with key stakeholders.
 - (3) The secretariat of NSDI shall be established by SoP at Rawalpindi Islamabad.
 - (4) For maintenance, dissemination and sharing of Geospatial Data, the following shall be strictly observed, namely»
 - (a) **Standards:** All stakeholders shall follow the standards for geospatial datasets recommended by Sop.
 - (b) **Spatially referenced and attributed data sets:** All stakeholders shall be bound to generate attributed and geo-referenced data using coordinate system mentioned under section 10 of the Act.
 - (c) **Updation:** All stakeholders must update their data holdings. The organizations are bound to inform SoP whenever datasets possessed by them are updated.
 - (d) **Database:** All stakeholders engaged in generation of geospatial and thematic data are liable for development and maintenance of their database based on the latest updated data.
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(e) **Metadata:** All stakeholders shall be bound to develop metadata of their geospatial and thematic data adopting SoP Metadata Standards and copy of the prepared metadata shall be submitted to Sop.

(f) **Geoportal:** SoP is exclusively responsible for designing, developing and deploying geoportal as well as publishing metadata on the portal.

(5) All registered organizations, firms, individuals and groups developing geospatial data shall, in accordance with the procedure laid down in sub-rule (4), forward a copy of the data to SoP free of cost.

11. Supply and use of geospatial data.—(1) Supply and Security of Geospatial Data Of aerial photographs or other relevant data sets shall be dealt in accordance with the rules and instructions contained in Rules for Classification, Issue and Custody of Maps, Soft Data Dissemination Policy, issued from time to time.

(2) Supply of Geospatial Data or aerial photographs or other relevant data sets shall be on payment to any individual or group or firm or organization in accordance with SoP's set procedures.

12. Classified data.—(1) All Geospatial Data or aerial photographs or satellite imageries or other relevant data sets shall be classified as "TOP SECRET", "SECRET", "RESTRICTED" and "PUBLIC" in accordance with the rule's and instructions contained in Rules for Classification, Issue and Custody of Maps, Soft Data Dissemination Policy, issued from time to time.

(2) All data producers must prepare data catalogue for quick access and sharing of data. The data catalogue shall contain all information including particulars of indentor, purpose of data, date of production and complete metadata. The catalogue as above shall be shared with Sop.

13. Protection, use and maintenance of survey marks.—(1) The individual or group or firm or organization violating the procedure mentioned in sub-section (3) of section 18 of the Act, shall bear all expenses incurred on re-establishment of the survey mark and shall be liable to be dealt under section 20 of the Act.

(2) Under the provision of sub-section (5) of section 18 of the Act, all Deputy Commissioners or Political Agents or officers of local administration equivalent in rank, shall submit the report on condition of survey marks falling in their area of administration, to SoP annually, on Form specified by SoP for this purpose.

(3) Wherever any survey mark exists within the premises of rest houses, schools, hospitals, any Government or semi-Government body, autonomous body buildings, no auction or sale shall be carried out by local, district, Provincial or Federal Government, without consulting SoP and without ensuring protection of the survey mark.

14. Geographical names.—(1) Survey of Pakistan, through Federal Government, shall get notified the National Naming Authority chaired by Surveyor General of Pakistan and consisting of other members as per following composition, with its secretariat at SoP's Headquarters:-

- (i) One member (8S-19 or above) from each Province to be nominated by concerned Chief Secretary.
 - (ii) One member (8S-19 or above) from FATA to be nominated by Governor KPK.
 - (iii) One member (8S-19 or above) from AJK and G8 to be nominated by the respective Chief Secretary.
 - (iv) Two members (8S-19 or above) from SoP to be nominated by Surveyor General of Pakistan .
- (2) The functions of the National Naming Authority, under the provisions of sub-sections (1) and (2) of section 19 of the Act shall be-:
- (a) to appropriately name the particular geographical location;
 - (b) to provide advice on the use, spelling and application of geo-geographical names;
 - (c) standardization of the names of natural features and thinly populated places;
 - (d) dissemination of all types of official geographical names;
 - (e) to promote nationally, geographical standardized names on maps and in documents;
 - (f) to encourage collaboration between countries on trans-boundary feature names;
 - (g) to promote the use of geographically standardized terminology;
 - (h) to adopt sngle Romanization System for the conversion of each non-Roman writing system to the Roman alphabet.

15. Committee for assessing gravity of offence.—(1) A committee comprising three members at directorate level for their respective area of jurisdiction, headed by an officer not below a BPS-16 officer, shall assess the gravity of offence, pinpoint the culprits and shall represent the department in the court of law, under the provisions of section 20 of the Act.

- (2) The organization, firm, individual or group may submit a representation against the decision of the committee to the concerned Director within thirty days of the announcement of the decision by the committee.
- (3) If the organization, firm, individual or group is not satisfied with the decision of Director, then the concerned may approach the Surveyor General of Pakistan for such purpose within fifteen days after decision of Director or within thirty days after the submission of representation to the concerned Director, in case no decision is made by the Director.

16. Printing and publishing of maps and geospatial data. For the purposes of sub-section-tz) of section 22 of the Act, the Printing Corporations of Pakistan at Islamabad, Karachi and Lahore; Sindh Government Press, Karachi and Allama Iqbal Open University, Islamabad, shall be included in the list of selected printing presses.

See rule 22 under heading 'Registration' of SRO-----/2015 dated -----

Procedure for registration of Firm I Organization with Survey of Pakistan (SoP)

1. Any firm or organization or group interested in registration with Survey of Pakistan shall apply for registration on prescribed form (Appendix-A) to Annex-I, alongwith request I application on letterhead.
2. The request for registration/renewal/ up-gradation shall enclose bank draft/pay order, in favour of Deputy Registrar SoP's Registration Cell, against fee required for the registration and processing as per schedule (Appendix -B) to these procedures and as amended by SoP time to time.
3. Before registration, the Registration cell may obtain clearance of such firms, organizations and from concerned agencies, as it may deem appropriate.
4. Registration cell shall scrutinize, evaluate and recommend for registration or otherwise. Upon these recommendations, the Surveyor General of Pakistan shall accord approval for registration or otherwise.
5. A public or private organization/firm, national or international shall be registered with SoP, in one of the following categories, for which proficiency shall be established through the cell for each category to be evaluated on the basis of aggregated scores of technical man power, technical resources, experience and logistic facilities and shall take up the projects with limits defined for each category.

Category	Aggregated Score	Project cost (relating to Surveying and
S1	>80	No limit
S2	71-80	Up to Rs: 100 million
S3	61-70	up to Rs. 50 million
S4	51-60	up to Rs. 10 million

6. The disciplines, categories and 'scores for evaluation shall be as under:

a. Disciplines:

<p style="text-align: center;">Geodetic Survey</p> <p>i. Gravimetric Survey</p> <p>ii. Magnetic Survey</p> <p>iii. Traverse</p> <p>iv. Triangulation</p> <p>v. High Precise Leveling</p> <p>vi. Leveling</p> <p>vii. GPS Survey</p>	<p style="text-align: center;">Photogrammetry & Remote Sensing</p> <p>Sources; Aerial cameras (with or without POS), Satellite imagery (mono or stereo), terrestrial cameras, Video-wammetry, UAVs, LIDAR, SAR etc.</p> <p>Techniques: Analytical or digital</p> <p>Products: Maps (topographic or thematic); Digital products (OEM,. DOM, DSM, DTM, DBM, DLG etc.)</p>
<p style="text-align: center;">Topographic Survey</p> <p>i. Plane-Tabling Survey</p> <p>ii. Total Station Survey</p> <p>iii. GPS Survey</p>	<p style="text-align: center;">Cartography</p> <p>Manual or Digital</p>
<p style="text-align: center;">Geographic information System (GIS) and Application Development</p>	<p>Any other Survey, like bathymetric/ hydrographic survey; cadastral survey, construction survey, route survey, etc.</p>

b. Categorization of Firms: Firms shall be categorized on following basis and/or as amended by SoP from time to time: .

- i. Capability and experience of professionals !staff of firms.
 - ii. Surveying and Mapping equipment, hardware, software possessed by firms.
 - iii. Experience of firms.
 - iv. Logistic facilities of firms.
-

Criteria for Professionals (Maximum Score 30)

Code	Type of Professional	Methodology for evaluation of scores			
		30	25	20	15
SS	<p><u>Senior Surveyor</u></p> <p>Masters in any discipline of Surveying & Mapping with 5 years working experience</p> <p>or</p> <p>Bachelor in any discipline of Surveying & Mapping with 10 years working experience</p> <p>or</p> <p>Ex-technical employee of SoP with graduation & 20 years working experience</p>	4	3	2	1
S	<p><u>Surveyor</u></p> <p>Bachelor in any discipline of Surveying & Mapping with 5 years working experience</p> <p>or</p> <p>Diploma from Survey Training Institute (SoP) with 5 year experience.</p> <p>or</p> <p>Ex-technical employee of SoP with 10 years working experience</p>	5	4	3	2
AS1	<p><u>Associate Surveyor</u></p> <p>Diploma from Survey Training Institute (SoP)</p> <p>or</p> <p>DAE (civil)/ Diploma in any discipline of surveying & mapping from any recognized Institute with 5 year experience in relevant field</p>	10	7	5	4
AS2	<p><u>Assistant Surveyor</u></p> <p>Certificate from Survey Training Institute (SoP)</p> <p>or</p> <p>01 year certificate in civil engineering/ Surveying and Mapping from any recognized Institute with 3 years experience in relevant field</p>	15	12	10	8

Criteria for Technical Resources (Maximum Score 30)

Sl. No.	Discipline	Equipment	Methodology for evaluation of scores			
			(30)	(25)	(20)	(15)
1	Geodetic Survey	i. Dual Frequency GPS ii. Single Frequency iii. Level with Stave iv. Gravity meter v. Magnetometer vi. Theodolite	06	05	04	03
			10	08	06	04
			15	10	08	05
			05	03	02	01
			05	03	02	01
			10	08	05	03
			10	08	05	03
2	Topographic Survey	i. Total Station ii. Single Frequency iii. Hand Held GPS iv. Theodolites v. Plane tables	15	12	10	07
			10	08	05	03
			10	08	05	03
			10	08	05	03
			10	08	05	03
3	Cartography	i. Computers with relevant software ii. Scanners iii. Plotters	25	20	15	10
			05	03	02	01
			05	03	02	01
4	Geographic Information System (GIS)	i. Computers with relevant software ii. Scanners iii. Plotters	25	20	15	10
			05	03	02	01
			05	03	02	01
5	Photogram-metry and Remote Sensing	i. Air craft/UAV ii. Aerial Camera (Analogue/digital/LiDAR video) iii. Photo scanner (if required) iv. Photogrammetric Workstation with relevant Softwares v. Image pre-processing software/ LI DAR software	01	01	01	01
			01	01	01	01
			01	01	01	01
			20	15	10	05
			03	02	01	01

criteria for Experience (Maximum Score 30)

Experience in years	'Methodology for evaluation of scores	
>15	(30)	
10-15	(25)	
05-10	(20)	-
Up to 05	(15)	

criteria for Logistic Facilities

(Maximum Score 10)

- a. Must have permanent office with staff up to the satisfaction of SoP's Registration Cell.
- b. Fleet of vehicles for transportation of equipment and technical staff from/ to the area up to the satisfaction of SoP's Registration Cell.

7. The cell reserves the right to recommend relaxation in the above criteria after physical verification/ assessment of the firm.

8. After completing the codal formalities, the registered firm, organization shall be allotted a registration number, which shall be invariably used in all correspondence with SURVEY OF PAKISTAN and other indenters.

9. Each firm will be registered initially for a period of 02 years and subsequently to be renewed annually.

10. The registered firm, organization, national or international, shall apply for renewal at least 03 months before the expiry of stipulated time. However, the firm can apply for up-gradation at any time. The requests shall be made on the prescribed form with requisite information /evidences as mentioned below or as required by SoP for necessary verification or so:-

- a. Application form duly filled in.
 - b. Previous Original Registration Certificate (where applicable).
 - c. Copy CNIC/passport of Owner/Owners.
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- d.** Works executed in last five years with certificate of satisfactory completion of works from the indentor.
- e.** List of Machinery and Equipment etc. with present state of machinery.
- f.** List of Professionals and other staff along with their qualification and experience and their License No. issued by SoP.
- g.** Organizational Chart of the firm.
- h.** Affidavit of Sole Proprietor/ Partnership Deed/Clause of Association/ Memorandum (as applicable).
- i.** National Tax Number along with tax statement duly authenticated by the tax department.
- j.** Bank statement.

11. SoP reserves the rights fQI amendment, suspension or cancellation the registration in case of:

- a.** The registration was approved on the basis of incorrect or misleading information;
- b.** The registrant is no longer eligible for the registration.
- c.** The registrant is convicted of an offence under this Act.
- d.** The registrant fails to pay an amount that is payable by the registrant to SoP.
- e.** The registrant fails to inform SoP, in writing about any change in address or in any particular provided at the time of registration, within 30 days, of such change.

12. SoP shall reserve the rights to conduct surprise visits of firms/ organizations/to check/confirm the technical manpower, instrument! equipment to avert the chances of mischiefs.

13. SoP shall ensure compliance with data standards as prescribed under relevant rules of the Act. Survey of Pakistan reserves the right to conduct surprise visits during execution of work to ensure thepursuance of SoP's standards.

14. Public or Private organizations/firms/companies, registered with SoP, shall forward a copy of data produced to SoP.

15. Survey of Pakistan will examine for correctness of data with job specification, conformity to SoP's standards for data production. Substandard data shall be dealt with in accordance to" clauses 26-29 of the rules.

16. No registered firm/organization shall engage in surveying and mapping activities by exceeding the scope allowed for their codes/category.

17. The registered firm, organization national or international, shall follow all the rules framed for the execution of the Act from time to time. SoP shall keep checks on any violation by the firms and shall impose penalties or prosecute as defined under clause 2Q of the Act.

**APPLICATION FORM FOR REGISTRATION/RENEWAL UP-GRADATION
OF FIRM/ORGANIZATION**

Registration Number _____ **Present Category** _____ **year** _____

NEW LICENCE					RENEWAL	UPGRADATION		
CATEGORY						Previous	Present	Category
APPLIED FOR	S-1	S-2	S-3	S-4		Category	Category	Applied for

(Tick relevant column)

<p>Fields of specialization</p> <p>(Supported by detail of previous work)</p> <p>(Add pages if required)</p>	
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6. Mailing address

7. Permanent address of head office

8. Address of Regional offices / Sub offices-
(Add pages if required)

9. Phone, Fax, Cell No. / E-mail

10. List of organization Chart

11. List of machinery, instruments, hardware and software

12. List of professionals and others and their undertaking

13. Office (Covered area, Total area)

14. List of Major Projects Completed

15. Copy of CNIC of the Owner

16. Bank statement

17. Pay order / Bank draft No: bank , dated
....., Amount deposited for registration Rs..... ..

Processing fee Rs , .., Challan No Bank dated..... Amount
deposited

Department use only

Recommended by:

(i) Deputy Registrar (ii) Registrar

Recommended Category dated

Approved by: dated

18. Undertaking

It is hereby certified that the informations/facts stated are correct to my best of knowledge/ belief and nothing has been concealed there of. I take full responsibility for its authenticity and undertake to abide by the Surveying and Mapping Act and relevant rules and procedures, prescribed for the Registration in SoP. I also undertake that in case any information is proved incomplete or incorrect or misleading at any stage, I will be liable for legal action for cheating the Government of Pakistan.

Signature of Owner/Head

Name

Date

**GENERAL INSTRUCTIONS FOR FILLING IN APPLICATION FORM
FOR NEW LICENCE/RENEWAL/UP-GRADATION**

1. A late fee @3% per month will be charged after 31st march of the current year subject to maximum of 20% of the annual fee.

2. For initial registration, change in category, and renewal, the applicant for the surveyor's license shall submit application to SURVEY OF PAKISTAN in the form prescribed. The application for renewal shall be submitted to SURVEY OF PAKISTAN by the 5th day of July of the year based on surveyor's status as on the 30th day of June of the same year. The license shall stand expired on 30th day of June each year.

SPECIMEN OF AFFIDAVIT OF UNDERTAKING BY FIRM OWNER

(Note:-The affidavit would be on *RS.101*- Stamp Paper and attested by a First Class Magistrate/Oath Commissioner /Notary Public)

I, _____ an applicant for registration with SURVEY OF PAKISTAN as FIRM OWNER in Category (applied for), certify that names, registration numbers and affidavits of Surveyors employed by me will be supplied to SURVEY OF PAKISTAN under Surveying and Mapping Act, when any work is awarded to the firm.

Signature: _____

Name of Owner / Head: _____

Name of Firm: _____

Address: _____

Contact No. / Cell No. _____

1. Witness _____

CNIC No. _____

2. Witness _____

CNIC No. _____

Appendix-B to Annex-I

Detail of Fee for Registration of Surveying & Mapping Firms

Processing fee per re_registration= Rs. 25,000/- (non-refundable)

Category	Registration Fee (in. Rupees)		Renewal / Change in		
			Category Fee (in Rupees)		
	Pakistani	Foreign	Pakistani	Foreign	
	applicant	applicant	applicant	applicant	
S 1	200,000	300,000	100,000	150,000	
S2	100,000	150,000	50,00_0	75,000	
S3	75,000	125,000	40,000	60,000	
S4	50,000	75,000	30,000	50,000	

Application Fee for Registration of Individual Surveyor

Processing fee per registration= Rs. 1,000/- (non-refundable)

Code	Registration Fee (in Rupees)		Renewal / Change in	
			Code Fee (in Rupees)	
	Pakistani	Foreign	Pakistani	Foreign
	applicant	applicant	applicant	applicant
SS	30,000	100,000	15,000	50,000
S	20,000	75,000	10,000	40,000
AS1	15,000	50,000	8,000	25,000
AS2	10,000	40,000	5,000	20,000

Annex-I

See rule 22 under heading "Registration" of SRO-----/2015 dated -----

Procedure for registration of Individuals with Survey of Pakistan (SoP)

1. An individual, national or international, will be registered with SoP in following categories as per his/her qualification and experience defined below:-

Code	Surveyor
SS	Senior Surveyor
S	Surveyor
AS1	Associate Surveyor
AS2	Assistant Surveyor

Criteria for Professionals (Maximum Score 30)

Code	Type of Professional	Methodology for evaluation of scores			
		30	25	20	15
SS	<p><u>Senior Surveyor</u></p> <p>Masters in any discipline of Surveying & Mapping with 5 years working experience or Bachelor in any discipline of Surveying & Mapping with 10 years working experience or Ex-technical employee of SoP with graduation & 20 years working experience</p>	4	3	2	1
S	<p><u>Surveyor</u></p> <p>Bachelor in any discipline of Surveying & Mapping with 5 years working experience or Diploma from Survey Training Institute (SoP) with 5 year experience. or Ex-technical employee of SoP with 10 years working experience</p>	5	4	3	2
AS1	<p><u>Associate Surveyor</u></p> <p>Diploma from Survey Training Institute (SoP) or DAE (civil)/ Diploma in any discipline of surveying & mapping from any recognized Institute with 5 year experience in relevant field</p>	10	7	5	4
AS2	<p><u>Assistant Surveyor</u></p> <p>Certificate from Survey Training Institute (SoP) or 01 year certificate in civil engineering/ Surveying and Mapping from any recognized Institute with 3 years experience in relevant field</p>	15	12	10	8

2. Individual may apply to SoP for registration in one of above categories on prescribed **Form-B (Regd svy) (Appendix-C)** along with fee required for the registration and processing.
 3. The request for registration/renewal/ up-gradation shall enclose bank draft/pay order, in favour of Deputy Registrar SoP's Registration Cell, against fee required for the registration and processing as per schedule (**Appendix -B**) to these procedures and as amended by SoP time to time.
 4. Before registration, the Registration cell may obtain clearance of such firms, organizations and individuals/ groups from concerned agencies, as it may deem appropriate.
 5. Registration cell shall scrutinize, evaluate and recommend for registration or otherwise. Upon these recommendations, the Surveyor General of Pakistan shall accord approval for registration or otherwise.
 6. The cell reserves the right to recommend relaxation in the above criteria after physical verification/ assessment.
 7. After completing the codal formalities, the registered individual, group national or international shall be allotted a registration number, which shall be invariably used in all correspondence with SURVEY OF PAKISTAN and other indenters.
 8. Individual or group, national or international will be registered initially for a period of 02 years and subsequently to be renewed annually.
 9. The registered individual, national or international, shall apply for renewal at least 03 months before the expiry of stipulated time. However, the applicant can apply for up-gradation of his category at any time which will be considered as per procedure. The requests shall be made on the Prescribed form with requisite information / evidences as mentioned below or as required by SoP for necessary verification or so:-
 - a. Application form duly filled in.
 - b. Prewous Origin-al Registration Certificate (where applicable).
 - c. Copy of CNIC / passport (attested).
 - d. Works executed in last five years with certificate of satisfactory completion of works from the indenter.
 - e. List of Machinery and Equipment etc. with present state of machinery.
 - f. National Tax Number along with tax statement duly authenticated by the tax department.
 - g. Bank statement.
-

- 10.** SoP reserves the rights for amendment, suspension or cancellation the registration in case of:
- (a)** The registration was approved on the basis of incorrect or misleading information;
 - (b)** The registrant is no longer eligible for the registration.
 - (c)** The registrant is convicted of an offence under this Act
 - (d)** The registrant fails to pay an amount that is payable by the registrant to SoP
 - (e)** The registrant fails to inform SoP, in writing about any change in address or in any particular provided at the time of registration, within 30 days of such change.
- 11.** SoP shall reserve the rights to conduct surprise visits of firms/: organizations/ individuals to check/confirm the technical manpower, instrument! equipment to avert the chances of mischiefs.
- 12.** SoP shall ensure compliance with data standards as prescribed under relevant rules of the Act. Survey of Pakistan reserves the right to conduct surprise visits during execution of work to ensure the pursuance of SoP's standards.
- 13.** An individual, national or "international registered with SoP shall forward a copy of data produced to SoP.
- 14.** SoP will examine for correctness of data with job specification, conformity to SoP's standards for data production. Substandard data shall be dealt with in accordance to clauses 26-29 of the rules.
- 15.** No registered individual shall engage in surveying and mapping activities by exceeding the scope allowed for their codes/category.
- 16.** The registered individual or group, national or international, shall follow all the rules framed for the execution of the Act from time to time. SoP shall keep checks on any violation by the firms and shall impose penalties or prosecute as defined under clause 20 of the Act.
-

Survey of Pakistan

Faizabad Murree Road Rawalpindi, Islamabad

051-9291057, Fax: 051-9290205

E-mail: -----

APPLICATION FOR REGISTRATION

As Professional Surveyor

The Registrar
Survey of Pakistan
Islamabad

Dear Sir, ·

It is requested that I may kindly be registered as professional surveyor in the category. The requisite form, duly filled in, and supported documents are attached herewith for further processing, please.

Signature of Applicant

Name-----

Date-----

Postal address -----

APPLICATION FORM FOR REGISTRATION OF SURVEYOR

Registration Number									
Present Category	RENEWAL		UPGRADATION		NEW LICENCE				
	Present	Category	Present	Category	Category				
	Category	Applied	Category	Applied	Applied	55	5yr	A51	A52
		for		for	for				

(Tick relevant column)

Registration Number (if any) _____ **Present Category** _____

Name of Surveyor:	
-------------------	--

Father/Husband Name _____ Present Postal Address: _____
 Date of Birth _____

Contacts

Tel Off# _____ Res# _____ Fax# _____
 Cell# _____ Email _____

CNIC No. _____ NTN No. (if any) _____
 Nationality _____

In case of Foreign National.

Name of Country	
Passport No.	
Postal Address	
E- mail address	

1. QUALIFICATION.

Sl. No.	Qualifications	Name of University/College/Institute	Year of Passing	%age/CGPA	Major/Specialization
1.1	Matric				
1.2	FA/F.Sc				
1.3	B.A/B.Sc				
1.4	Post-graduation				
1.5	Any other				

(Enclose attested documentary evidence)

2. EMPLOYMENT STATUS (STARTING FROM LATEST)/EVIDENCE

(enclose attested documentary evidence)

Sl. No.	Name of Company/Organization	Status (Govt. /Semi Govt./Autonomous/Private)	Designation	Experience From-To	Experience Years/Month
2.1					
2.2					
2.3					

3. MAJOR PROJECTS COMPLETED

Project Name	Year/Duration	Type of Work	Firm/Company

4. Pay order / Bank draft No bank dated Amount deposited for registration Rs Processing fee Rs Challan No Bank dated Amount deposited

5. is hereby certified that the informations/facts stated are correct to my best of knowledge/belief and nothing has been concealed there of. I take full responsibility for its authenticity and undertake to *abide* by the Surveying and Mapping Act and relevant rules and procedures, prescribed for the Registration in Sop. I shall inform the Registrar, SoP, of any change in my postal address and profession. I also undertake that in case any information is proved incomplete or incorrect or misleading at any stage, I will be liable for legal action for cheating the Government of Pakistan.

Yours sincerely

Signature of Applicant

Name

Date

(three specimen signatures)

insert 3 column table

Department use only

Recommended by:

(i) Deputy Registrar..... (ii) Registrar

Recommended Category..... dated.....

Approved by: dated.....

Detail of Fee for Registration of Surveying & Mapping Firms

Processing fee per registration=Rs. 25,000/- (non-refundable)

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S2	100,000	150,000	50,000	75,000
S3	75,000	125,000	40,000	60,000
S4	50,000	75,000	30,000	50,000

Detail of Fee for Registration of Individual Surveyor

Processing fee per registration=Rs. 1,000/- (non-refundable)

Code	Registration Fee (in Rupees)		Renewal / Change in Code Fee (in Rupees)	
	Pakistani applicant	Foreign applicant	Pakistani applicant	Foreign applicant
SS	30,000	100,000	15,000	50,000
S	20,000	75,000	10,000	40,000
AS1	15,000	50,000	8,000	25,000
AS2	10,000	40,000	5,000	20,000

