



# **Action Plan 2020**

**Survey Department  
Ministry of Lands and Land Development**

# Table of Contents

<b>1. Introduction .....</b>	<b>3-4</b>
<b>1.a Vision .....</b>	<b>5</b>
<b>1.b Mission .....</b>	<b>5</b>
<b>1.c Objectives .....</b>	<b>6</b>
<b>1.d Main Thrust Areas .....</b>	<b>6</b>
<b>2. Function and Responsibilities of the sections</b>	
<b>2.1 Field Section .....</b>	<b>7-8</b>
<b>2.2 Central Section .....</b>	<b>9-13</b>
<b>2.3 Title Registration Section .....</b>	<b>14</b>
<b>2.4 Human Resources &amp; Administration Section .....</b>	<b>14</b>
<b>2.5 Finance Section .....</b>	<b>14</b>
<b>3. Financial &amp; Human Resources of the Department</b>	
<b>3.2 Approved Cadre &amp; Existing Cadre .....</b>	<b>15-17</b>
<b>4. Activity Plan – 2020 – Time Line .....</b>	<b>18-20</b>

## **1.0 Introduction**

Pioneering surveying and mapping functions in the fields such as Land Surveying, Mapping, Remote Sensing technological Methods, Global Positioning Systems (GPS), Geographical Information Systems (GIS), Land Information Systems (LIS) and Photogrammetric Activities and Geodetic Surveys, have been assigned statutorily to the Survey Department. The Department was capable of gaining of these fields to more information technology contributed fields with rapid development of technology.

The branch named “Geographical Names and National Spatial Data Infrastructure (NSDI)” established in Sri Lanka Survey Department accomplishes a great service for sharing of land related information cooperatively with other organizations who are interested in land information.

The Department made different kind of contribution in numerous ways for the government development projects. Preparation of plans, surveying the lands, a basic need for development programs such as high ways, expansion of roads, initiation of airport, harbour, tourist projects, power and energy projects, have been properly fulfilled.

Similarly, by fulfilling surveys and mapping activities required for implementation of recommendations of LLRC report, the department has made maximum contribution. Preparation of maps required for delimitation for election process has been completed.

Establishment of Geodetic Control Network and upgrading it to a higher accuracy introducing the Global Positioning System (GPS), and since the establishment of Sri Lanka Continuous operation Reference System (SLCORS) net work by Global Navigation Satellite System (GNSS) technology, fulfilling of geodetic requirements in western province and in nearby several districts has been made easy.

Preparation and update of the 1:50,000 Topographical Map series replacing the One Inch Topographical map series, preparation of 1 : 10,000 Topographical Map Series so as to cover the whole country, preparation of National Atlas in three languages, maintenance of data base relevant to preparation of Colombo and suburb, town maps in the scale of 1:2000, preparation and maintenance a Topographical Vector Databases in the scale of 1: 250,000, 1:50,000 and 1:10,000, introducing of LiDAR Technology to Sri Lanka, providing of data required for disaster management and preparation of maps are only the few of the great services which have been accomplished.

Further, the Department is contributing actively by carrying out surveys and preparation of ‘cadastral plans’ for the 'Bimsaviya' Program undertaken by Ministry of Land and Land Development with a view to issue title certificates.

A web site named On line Surveying and Mapping Service (e-SAMA) has been created for providing of services promptly to the public and to purchase maps and digital data through the internet.

When requests are made by customers to obtain data in the scale of 1:10000 and 1:50000, facilities have been provided through the GI-Arcs software to download the required data through the internet.

Entering information about letters received to the Surveyor General Office, to the data system, a data system for follow up has been created and lunched to the internet. The branches to which all these letters have been sent can be identified through this and information's of action taken in that regard can be found.

Institute of Surveying and Mapping, Diyatalawa, the training institute of the Department has accomplished the task of imparting of high quality educational experience in the subject of Surveying and Mapping so as to enable the students to fulfil total educational competencies. Training of officers for degree courses, higher diploma courses, diploma courses and training of officers according to the departmental requirement are accomplished by this institution

With the intention of enhancing the performance of the department, obtaining the active contribution of the field and office group of staff and creating of more productive and public friendly service provided department, enhancing the employee satisfaction for that, productivity Programme has been initiated in the Survey Department.

Cases in connection with payments due to be charged to the department, are handled by recently established legal branch and good progress has been achieved through this. Similarly, judicial activities which the department involves can be solved shortly.

## **1.a Vision**

**Our vision is to be “The Leader of Land Information Right through”**

## **1.b Mission**

**Our mission is “To Provide High Quality Land Information Products and Services through Professionally Qualified and Dedicated Personnel”**

## **1.c Objectives**

The activities of the Survey Department are directed towards the well-being of the people through a network of offices spread throughout the Country, comprising Provincial Offices, District Offices, Divisional Offices and Survey Training and Surveying & Mapping Institute, Diyatalawa. The functions of all such Offices during the year under review were targeted on the following objectives.

- To complete the Annual Survey Training and Surveying & Mapping programs.
- To train the Staff.
- To build and maintain the required immovable and movable resources for the program embarked to be completed during the year.
- To appropriate the allocated public funds for each purpose which have to be carried out in the year.
- To maintain discipline and look after the welfare of Departmental staff.
- To control and maintain the standards of surveying profession.

## **1.d Main Thrust Areas**

- To establish and maintain a Geodetic Control Network throughout the country.
- To provide surveying services in all statutory requirements.
- To acquire aerial photographs for mapping and development plans.
- Supply of information by means of maps.
- To prepare and publish Topographical maps, Thematic Maps and Special purposes maps for national requirements.
- Preparation of a Geographical Information System covering the entire country.
- Preparation of a land information system systematically covering the entire country.
- Obtaining of geographical and land information by using the satellite image technology.
- To regulate and maintain standards for the surveying profession.
- To train the staff for departmental needs.
- To provide consultancy services on surveying for the state agencies.
- To hold the examinations relevant to the staff.
- To conduct such research as may be necessary in respect of matters relating to surveying.
- Issue of Certificates of Accreditation for the registered surveyors who wish to carry out surveys, under the Title Registration Act No, 21 of 1998

## **2.1 Field Section**

1. Perform the functions of Additional Surveyor General (Central) during his absence.
2. Overall supervision and progress monitoring of the provincial staff.
3. Regulate all land survey activities in Sri Lanka.
4. Development of strategic plan, policy and methodology for provincial survey activities and monitoring and implementation of
  - \* Land surveying.
  - \* Provincial functions of the Provincial Surveyor Generals'.
  - \* Work progress of the provincial programme.
  - \* Special work programs out side the work programme.
5. Develop new policies whenever necessary.
6. Make recommendation for revision of standards and accuracies.
7. Make aware existing policies among the staff and all the clients
8. Preparation of annual work plan for land surveying
9. Monitoring work progress of the provincial programme
10. Submit progress reports at the DSG's meeting.
11. Develop policies on land survey programme
12. Coordinating & Monitoring Special work programs out side the work programme.
13. Coordination with client organizations
14. Maintain a database for the past work progress.
15. Publication of Administration report annually.
16. Publication and distribution of departmental circulars.
17. Receiving and distribution of other circulars such as Financial, Public Administration etc.
18. Monitoring the activities in the Progress Branch.

### **2.1.1 Provincial Survey Office**

1. Represent Surveyor General at the provincial level.
2. Development of strategic plan for the areas of responsible for a specific period.
3. Directing and monitoring of surveying, mapping and geodetic activities within the Province to ensure that a set annual targets are achieved.
4. Responsible to execute the policy of the department within the Province
5. Preparation of guidelines for staff assignments, resource allocation, grant of increments, disciplinary matters, costing of work etc.
6. Responsible of optimum use of all resources and resource allocation in fair manner. (Overall resource management with in the province).
7. Monitoring Court commission Surveys with special attention.
8. Overall financial management within the province.
9. Preparation of annual work program on surveying and mapping within province.
10. Monitoring the progress of surveyors, Divisional Survey Officers, costing of different types of surveys within the Province.
11. Monitoring of annual work program on surveying and mapping and prepare quarterly reports
12. Prepare standard progress returns for DSGG meeting
13. Welfare of the staff in the Province and maintaining harmony among all.
14. Estimations on other necessary resources (Physical, financial, human)
15. Monitoring the annual store verifications of the field staff as well as all divisional, dist., pro. Offices.
16. Monitoring the annual document verifications of each District
17. Monitoring of regular services, maintenance, repairs of all equipment, vehicles with in the province

18. Monitoring of maintenance of all fixed assets with in the province
19. Prepare and maintain the Data base for all resources with in the province.
20. Overall supervision of the functioning of District Survey Offices in the Province.
21. Responsible for Establishment matters of the all staff in the province.

### **2.1.2 District Survey Office**

Represent Surveyor General at the District level.

- Maintain good relationship with other state officers in the district.
  - Participating for meetings and discussions with in the district.
  - Maintain the good image with all stakeholders of the department.
2. Check and approve all kind of statutory plans on behalf of the Surveyor General.
  3. Maintenance of Documents (Statutory plans etc.) of district according to the documents management strategy of the department.
  4. Development of strategic plan for the areas of responsible for a specific period.
  5. Attend the District Development Committee meeting and contribute department services towards the development of the country.
  6. Directing and monitoring of surveying, mapping and geodetic activities within the District to ensure that a set annual targets are achieved.
  7. Responsible to execute the policy of the department within the District.
  8. Preparation of guidelines for staff assignments, resource allocation, grant of increments, disciplinary matters, costing of work etc.
  9. Overall resource management with in the district.
  10. Overall supervision of the functions of District Survey Office and Divisional survey offices in the district.
  11. Overall financial management within the district.
  12. Prepare and submit annual work program on surveying and mapping.
  13. Monitoring the progress of surveyors, survey parties, costing of different types of surveys within the district.
  14. Inspect field staff and offices.
  15. Welfare of the staff in the district and maintaining harmony among all.
  16. Estimation necessary Physical, Financial and Human resources.
  17. Monitoring the annual store verifications of the field staff as well as all divisional offices and district office.
  18. Responsible of annual document verifications in the district.
  19. Monitoring of regular services, maintenance, repair of all equipment, vehicles with in the district.
  20. Monitoring maintenance of all fixed assets with in the district.
  21. Establishment and administration work of district staff.



## **2.2 Central Section**

1. Perform the functions of Surveyor General during his absence.
2. Overall management and progress monitoring of all central functions and staff in the training school.
3. Implement policy decisions on trade union matters.
4. Keep Professional standards.
5. Welfare of the field and office staff.
6. Policies on Research & Developments
7. Monitoring revision of Departmental Survey Regulations, Departmental Standing Orders and Technical Instructions.
8. Monitoring all central functions of the Department
9. Allocation of funds from Capital Votes to Snr. DGSs, DSGs and Provincial SGs
10. Function as chairman to Departmental minor procurement committee.
11. Training and Development activities in the Department.
12. Monitoring Conducting of Departmental examinations
13. Membership and other collaboration activities with international organizations.
14. Perform functions as Vice Chairman of the Land Survey Council.

### **2.2.1 Institute of Surveying and Mapping (ISM)**

1. In overall charge of the Institute of Surveying and Mapping (ISM), Diyatalawa.
  2. Responsible for all Establishment matters and financial control of all funds allocated to ISM.
  3. Planning and execution of Training courses in surveying.
  4. Conducting departmental examinations.
  5. Implementing CPD programme in order to update knowledge of staff members in new technological applications
  6. Care and maintenance of all buildings, stores, equipment, vehicles and machinery of the ISM.
  7. Security of the ISM.
  8. Maintaining discipline among students and harmony among all staff living at ISM, Diyatalawa.
  9. Negotiate with other institutions regarding the training courses required by them.
  10. Work in close cooperation with other universities/ Institutions for exchange of resource persons.
  11. Conduct examinations to issue a certificate authorizing any persons, to function as a draughtsman.
  12. Responsible to conduct all departmental examinations departmental employees.
- Perform functions as a Senior Lecturer/ISM

## **2.2.2 Documents Management and Professional Standards**

1. Perform the functions of Additional Surveyor General (TR) during his absence.
2. Management of survey document (statutory plans) of Survey Department for protecting the rights of the government as well as the citizens and also preserve the continuity of official memory & knowledge on various disciplines related with survey documents over time.
3. Introduction and implementation of documents management strategies.
4. Apply the appropriate use of automated data processing and other information management techniques for Document Management.
5. Insure periodic legal disposal of records that have no further administrative, legal, fiscal or research value.
6. Identify and insure the preservation of archival records.
7. Authorize where appropriate the use or reproduction of survey and land information recorded by the Department and to levy a fee for the use or reproduction of such information.
8. Representation of Surveyor General on Courts on Survey activities.
9. Provide necessary information to Courts, Public Institutes and Normal Public in relation to the clarification request by them regarding the statutory plans.
10. Overall supervision/Monitoring of the annual verification of Survey documents in the department.
11. Quality control of survey plans produced by the Government surveyors and make necessary recommendations according to revise department regulations and technical instructions.
12. Establish quality control units at District Survey Offices for making necessary arrangements to control quality of survey plans and monitor the progress of these units.
13. Make recommendation to the Surveyor General for issuing a certificate of Accreditation by a process of evaluation as regards the competence of a registered surveyor to conduct cadastral surveys for the purpose of the Registration of Title Act No. 21 of 1998.
14. Maintenance of high professional standards among persons engaged in land survey activities in the Department.
15. Responsible for all Establishment matters of the branches and staff coming under Snr.DSG (Doc Mgt & Professional standards).
16. Make necessary arrangements to publish survey regulations.

## **2.2.3 Mapping**

1. Overall charge in map production/ reproduction and atlas activities.
2. Planning and monitoring all mapping activities
3. Set standards for mapping.
4. Produce Sinhala and Tamil version of second edition of national atlas.
5. Disbursement and accounting of funds allocated to these branches.
6. Proper monitoring systems on Human and Physical resource management in mapping branches.
7. Perform functions as secretary to the National Map User Committee.
8. Undertake special mapping task from client organization
9. Receive, store and reproduction and distribute topographic and derived maps, remote sensed data and aerial photographs.
10. Make arrangement to give publicity for marketing map products of the Department.
11. Responsible for Establishment matters of the branches and staff coming under Snr.DSG(Mapping)

## **2.2.4 Resource Management**

Development of strategic plan for area of responsibilities and for specific period.

1. Make arrangements for the uppermost utilization of electronic equipments such as Global Positioning Systems and Electronic Total Stations etc.
2. Management of buildings of Head office, Provincial offices, District offices, Divisional offices, Circuit bungalows and Holiday quarters.
3. Overall supervision/Monitoring of Department annual procurement programme
4. Overall supervision/Monitoring of the annual verification of government stores
5. Responsible for action on losses and damages of resources
6. Overall supervision of disposal of item becomes unserviceable due to damage or wear and tare.
7. Monitoring condemning of stores activities and making decisions either to surcharge or write-off items.
8. Coordinating the write off matters with Ministry.
9. Allocation of circuit bungalows/holiday quarters and maintenance of them.
10. Function as Secretary to DSGs Meetings.
11. Allocation of funds from recurrent votes for urgent purchase of limited stationery, etc in consultation with Director (Finance).
12. Management & Supervision of branches under the Snr.DSG (Resource Management).
13. Make arrangements for the security of resources of the department.
14. Proper functionality of forms committee

## **2.2.5 Research & Development**

Evaluate standards of all kind of technical activities such as Surveying, Mapping, electronic equipments, software, Databases etc, and make suitable recommendations.

1. Carry out research and development activities for the improvement of technical activities of the department.
2. Make recommendations for the best utilization of available resources.
3. Identify unnecessary tasks and activities in the department.
4. Make recommendation to update and improve skills of the staff.
5. Work in close cooperation with the media section of the Ministry and other electronic and printed media on behalf of Surveyor General.
6. Issue annual magazine (Surveyor Journal) of the department and publish outcome from research/development work at end of each year.
7. Revision of Departmental Survey Regulations, Standing Orders and Technical Instructions.
8. Responsible for all Establishment matters of the staff coming under Snr.DSG (R&D).

## **2.2.6 Geodetic Surveying**

1. Perform duties related with Geodetic control system as describe by the Survey Act No. 17 of 2002.
2. Define directives for the establishment, maintenance and improvement of the National Geodetic Control system.
3. Make arrangements for the establishment, maintenance and upgrading where necessary of the National Geodetic Control system.
4. Make necessary arrangements to secure National Geodetic Control monuments.
5. Define specifications, standards and accuracy levels for the establishment of the Geodetic control network.

6. Provide Geodetic control for the special projects carried out by the Government.
7. Documentation of Geodetic Control information in paper and digital modes and maintain all the records.
8. Define the criteria on convert all coordinates into the SLD99 new coordinate system and vise versa.
9. Prepare an annual program for densify the new geodetic control network for Sri Lanka. Implement the program and monitor it.
10. Prepare an annual program for densify the level network for Sri Lanka.
11. Define directives for the establishment, maintenance and improvement of the National Level network.
12. Define specifications, standards and accuracy levels for the establishment of the Level network.
13. Documentation of Level network information in paper and digital modes and maintain all the records.
14. Establish and make available to all surveyors base lines for the calibration of survey chains / tapes and electronic distance measuring equipment.
15. Establish Calibration Base for GPS.

### **2.2.7 Geographical Names**

Establish National Committee on Geographical names.

1. Enact any laws or policies with activities connect to National Committee on Geographical names.
2. Set national standard for geographic nomenclature.
3. Make necessary arrangements to promulgate official names and their applications for official and public use.
4. Publish rules to be followed by cartographers and publishers concerning the choice, spelling and applications of geographical names.
5. Maintain a database for Geographical Names.
6. Coordination with United Nations Group of Experts on Geographical Names, Statistics Division.

### **2.2.8 Information Technology**

1. Work in close cooperation with all the sections of the department in all aspects of their joint activities.
2. Assist all sections of the department in the preparation of technical specifications for any software development, networking and software and hardware procurements.
3. Prepare installation, testing and acceptance procedures for the software and hardware.
4. Develop, test and implement any new software systems required by the department.
5. Develop robust data security, systems management and disaster recovery strategy.
6. Assist the department staff in the daily operation of its computer hardware, software, network and assist with other information technology issues as requested by other sections of the department.
7. Make arrangement to maintain and update hardware and software that is used by the department.
8. Monitoring Maintenance of list of hardware and software given to all the sub offices.
9. Prepare maintenance agreements for maintenance of hardware and software and, monitor progress of existing agreements.

10. Monitoring maintenance of e-mail & internet accounts in the department.
11. Monitoring maintenance of Human Resources Database in the Department.
12. Maintaining of the network system in the SGO.
13. Maintaining of the WEB of the Survey Department.
14. Responsible for Establishment matters of the branches and staff coming under DSG(IT).

### **2.2.9 Land Information System / Geographic Information System**

1. Overall charge in Air Surveys, Remote Sensing, GIS and LIS activities.
2. Monitoring and maintaining of digital Geographic and Land information data bases progressively to cover the entirety of Sri Lanka according to the directives given in Survey Act No 17 of 2002.
3. Define specifications for digital databases of Land information/GIS.
4. Identify users and user requirements of Geographic and Land information.
5. Define procedures to adopt user requirements.
6. Introduce security systems for safety of databases.
7. Provide information for National development programs and disaster management activities.
8. Arrange awareness programs to make aware other organizations and public regarding availability of databases and information related with them. Promote marketing strategies.
9. Quality control of Databases.
10. Prepare data policy for land and geographic information and implement it.
11. Coordinate with Provincial Surveyor General's and Snr. Supdt. of Surveys to get digital survey plans from field to build LIS.
12. Make arrangements to update databases.
13. Provide data for national mapping programs.
14. Establishment of web based Geographic and Land information system to provide / sale information to the other interested parties.
15. Coordinate with Provincial Surveyor General's and Snr. Supdt. of Surveys to create database for scanned images of statutory survey plans.
16. Develop strategy to use of scanned images in survey work.
17. Responsible for Establishment matters of the branches and staff coming under DSG (LIS/GIS).

### **2.2.10 Management, Development & Training**

Overall charge in Management, Development & Training unit.

1. Coordinating and Directing of all foreign training of departmental staff.
2. Coordinating and Directing of all local training, other than Training Institute at Diyatalawa and ISM.
3. Maintain information database for all foreign trained officers in the department.
4. Preparation of departmental annual capital expenditure program
5. Maintaining of database for monitoring progress of annual capital expenditure program.
6. Preparation of monthly progress report of departmental capital expenditure program.
7. Other special duties assigned by the Addl.S.G. (Central).

## **2.3 Title Registration Section**

1. Perform the functions of Additional Surveyor General (Field) during his absence.
2. Act on behalf of Surveyor General to perform the duties entrusted to Surveyor General by the Registration Title Act No 21 of 1998.
3. Coordination with the Ministry, Commissioner of Title Settlement and Registrar General of Titles in title registration activities.
4. Monitoring work program of cadastral surveys.
5. Develop new policies for title registration activities whenever necessary.
6. Development of strategic plan, policies and methodology for cadastral surveys.
7. Overall supervision and progress monitoring of cadastral surveys.

## **2.4 Human Resources & Administration Section**

1. All establishment matters other than those delegated to Snr.DSGs, Prov.SGs, DSGs & Director (Finance).
2. Assignment of staff to various branches / officers in consultation with Addl.S.G.(Central).
3. Maintenance of vehicle database in the department.
4. Obtain revenue licenses and insurances (where necessary) for the vehicles in the department.
5. Assignment of vehicles in consultation with Addl.S.G (Central), Addl.S.G.(Field) and Addl.S.G.(TR)
6. Prompt action on accidents to vehicles.
7. All Trade union matters.
8. All service minutes and related matters.
9. In charge of Welfare Officers attached to SGO.
10. Handle all the activities related with the court cases and work closely with Attorney Generals' Department.

## **2.5 Finance Section**

Preparation of budget and allocation of funds in consultation with Addl.S.G.(C) and Addl.S.G.(F) and Addl.S.G.(TR)

1. Monitoring expenditure and briefing S.G and others at D.S.Gs meeting.
2. Proper financial accounting and control in the department and to provide funds in time to enable the work program in the department to go smoothly.
3. To carry out training programs in consultation with Addl.S.G. (Central) for the departmental staff on financial matters.
4. Close liaison with Treasury / Ministry of Land & Land Development and with the banks with whom the department is dealing.
5. All payments to SGO staff.
6. Arrange to furnish all returns connecting with accounts in time.
7. Answer to all departmental audit queries.
8. Monitoring matters connected to Public Accounts Committee
9. Disciplinary control of Accounts Branch staff.
10. Responsible for Establishment matters of the staff coming under Director (Finance).

### **3.1 Approved Cadre and Existing Cadre**

<b>Designation</b>	<b>Approved Cadre</b>	<b>Existing Cadre</b>
<b>Senior Level</b>		
Survey General	1	1
Addl. Survey General	3	3
	1	1
Snr. Deputy Survey General	5	5
	1	1
Province / Deputy Survey General	16	16
Snr. Survey Superintendent	62	53
Chief Accountant	1	1
Superintendent of Surveys	139	98
Asst. Superintendent of Survey	850	
Surveyor		69
		474
Apprentice Survey		211
Dy. Director / Asst. Director (Admin)	2	1
Dy. Director / Asst. Director (ICT)	1	1
Accountant	12	10
Chief Internal Auditor	1	1
Chief Technical & Administrative Officer	1	0
Technical & Administrative Officer	45	30
Legal Officer	1	1
<b>Total</b>	<b>1142</b>	<b>997</b>
<b>Tertiary Level</b>		
Administrative Officer	1	0
Snr. Map Technological Officer	56	29
Photogrammetrist	1	0
Snr. Photogrammetrist Technological Officer	4	2
Snr. Air Photographic Technological Officer	1	1
Navigator	1	1

Snr. Plan Typographic Technological Officer her	1	0
Snr. Litho Technological Officer	3	2
Survey Instrument Technician (Sorting Grade)	2	1
Snr. Remote Sensing Technological Officer	1	1
ICT Office	8	6
Translator (S/T)	3	0
Translator (S/E)	1	1
<b>Total</b>	<b>83</b>	<b>44</b>
<b>Secondary Level</b>		
Information Technology Assistant	1	1
Development Officer	166	119
Map Technological Officer	450	377
Photogrammetric Technological Officer	26	17
Air Photographic Technological officer	6	5
Remote Sensing Technological Officer	13	9
Plan Typographic Technological Officer	7	2
Litho Technological Officer	12	11
Transport Officer	1	0
Survey Instrument Technician	15	13
Building Superviseer	1	0
Public Management Assistant	450	417
Data Entry Operator	1	0
Data Operator	6	1
ICT Assistant	16	19
<b>Total</b>	<b>1171</b>	<b>991</b>
<b>Primary Level</b>		
Driver	319	289
Plan Repairer	7	2
Dark Room Assistant	4	1
Motor Mechanic	2	0
Welder	1	0



Carpenter	3	3
A/C Technician	1	1
Mason	1	0
Vehicle Assistant	7	5
Survey field Assistant (Special/ I/II/III)	4154	3442
Department Assistant	170	159
Circuit Bungalow Keeper	5	4
Map Mounter & Book Binder	4	3
K.K.S	207	179
Photocopy Machine Operator	1	1
Tool labourers	4	2
<b>Total</b>	<b>4890</b>	<b>4091</b>
<b>Grand Total</b>	<b>7286</b>	<b>6103</b>

**ACTION PLAN YEAR 2020**  
**Capital Expenditure**

**Ministry : Ministry of Lands**  
**Department : Survey Department of Sri Lanka**

Program and Project	Main Activities	Total Allocation %	Unit of Out Put	Total Out Put %	Quarterly Financial Targets & Physical Output Targets				Total	Location of Project Output	Programme Project/Benefits No of Beneficiaries	Responsibility of Program/Project Implementation
					1st Q	2nd Q	3rd Q	4th Q				
Operational Activities - Administration and Establishment Services (288-01-1)	1.Rehabilitation and Improvement of Capital Assets	22.24	No of Items	100 P	F 2.22	5.56	6.67	7.78	22.24	SGO/Field		a,b,d,e,f,g,h,k
	2. Acquisition of Capital Assets	94.36	No of Items	100 P	F 9.44	23.59	28.31	33.03	94.36	SGO		b
	3. Capacity Building	1.10	No of Items	100 P	F 0.11	0.28	0.33	0.39	1.10	Field/SGO		a
	<b>Sub Total</b>	<b>117.70</b>			<b>F 11.77</b>	<b>29.43</b>	<b>35.31</b>	<b>41.20</b>	<b>117.70</b>			
Development Activities - Survey Activities (288-02-2)	1.Rehabilitation and Improvement of Capital Assets	67.10	No of Items	100 P	F 6.71	16.78	20.13	23.49	67.10	Field/SGO		a,b,c,h,j
	2. Acquisition of Capital Assets	195.80	No of Items	100 P	F 19.58	48.95	58.74	68.53	195.80	Field/SGO		b
	3. Capacity Building	2.69	No of Items	100 P	F 0.27	0.67	0.81	0.94	2.69	Field/SGO		a
	4. Other Capital Expenditure	20.00	No of Items	100 P	F 2	5	6	7	20.00			
	<b>Sub Total</b>	<b>285.59</b>			<b>F 28.56</b>	<b>71.40</b>	<b>85.68</b>	<b>99.96</b>	<b>285.59</b>			
Development Activities - Survey Training (288-02-3)	1.Rehabilitation and Improvement of Capital Assets	3.96	No of Items	100 P	F 0.40	0.99	1.19	1.39	3.96	ISM		f
	2. Acquisition of Capital Assets	1.65	No of Items	100 P	F 0.17	0.41	0.50	0.58	1.65	ISM		b,f
	3. Capacity Building	1.21	No of Items	100 P	F 0.12	0.30	0.36	0.42	1.21	ISM		f
	<b>Sub Total</b>	<b>6.82</b>			<b>F 0.68</b>	<b>1.71</b>	<b>2.05</b>	<b>2.39</b>	<b>6.82</b>			
	<b>Grand Total</b>	<b>410.11</b>			<b>F 41.01</b>	<b>102.53</b>	<b>123.03</b>	<b>143.54</b>	<b>410.11</b>			

**Reference:**

- a - Addl.S.G(Central)
- b - Snr DSG(RM)
- c - Snr DSG(Mapping)
- d - Snr DSG(DM)
- e - Snr DSG(Admin)
- f - Snr DSG(Training)
- g - Snr.DSG(R&D)
- h - Provincial SGs in Field
- i-DSG(LIS/GIS)
- k - DSG(IT)
- SGO- Surveyor Generals Office
- ISM- Institute of Surveying & Mapping, Diyatalawa

**Ministry of Lands and Parliamentary Reforms**  
**Action Plan 2020**  
**Recurrent Expenditure 2020**

Programme/ Project Name, Budget Code, Duration, Total Estimated Cost	Main Activities	Total Allocated on 2020 Mn Rs.	Unit of Output	Annual target	Financial		1st quarter	2nd quarter	3rd quarter	4th quarter	Location of Project Output Office (Head Office)	Programme/ Project benefits & Number of beneficiaries	Responsibility of Programme/ Project implementation
					Physical	F/P							
<b>Programme 1</b> Operational Activities 288-01	<b>Project 01</b> <b>Administration and Establishment Services</b>	704									Surveyor General's Office (Head Office)		Surveyor General
<b>Programme 2</b> 288/02	<b>Project 02</b> Survey Activities	9,023											Additional Surveyor General (Field)
	Landmarking Surveys		Allotments	70,000	P		17500	17500	17500	17500			
	Miscellaneous Surveys		Lots	29,250	P		7313	7313	7313	7313			
	Acquisition Surveys		Lots	21,930	P		5483	5483	5483	5483			
	Engineering Surveys		ha.	2,947	P		700	750	750	747			
	Mapping and Control Surveys		Sheets	25	P		6	6	7	6			
	Court Commission Surveys		Lots	10,260	P		2565	2565	2565	2565			
	Control Surveys		Points	12,240	P		3060	3060	3060	3060			
	Special Works		km	432	P		108	108	108	108			
	<b>Mapping Activities</b>												
	Topographical/ Thematic and Special Mapping		Maps	982.0	P		245.50	245.50	245.50	245.50			
	Printing		Machine hours	1100	P		275	275	275	275			
	Incorporation of public views (ITM=25Comments)		No.of Comments	600	P		150	150	150	150			
	Creation of LIS Cadastre		Lots	12000	P		3000	3000	3000	3000			
	Creation of LIS Sporadic		Sheets	840	P		210	210	210	210			
	Subsequent Surveys Update		Sheets	6000	P		1500	1500	1500	1500			
	Updating LIS database through data processed at DSO and maintain		Lots	144000	P		36000	36000	36000	36000			
	Contours smoothing and Raster DEM creation		sq km	5000	P		1250	1250	1250	1250			
	10k Topo database updating(step 1)		sq km	10000	P		2500	2500	2500	2500			
	Re-printing of Aerial Photograph (On-request)		Number of photos	200	P		75	75	25	25			
	Scanning Film Positives with Tie points		Number of photos	3000	P		750	750	750	750			
	50K Topo Database Updating		sq km	41600	P		10400	10400	10400	10400			
	1:10,000 Database Enhancement by incorporation of other data bases		sq km	12240	P		3060	3060	3060	3060			
	(Product: Fully updated database)												
	(Norm ITM = 1.5 DB Tiles, 1 DB Tile extents 40 sq.km)												
	Other Work: No of Tasks		Tasks	36	P		9	9	9	9			
	Examinations		No. of Examinations	88	P		12	27	17	32			
<b>Programme 02</b> 288/03	<b>Project 03</b> Survey Training	249											
	Long term courses		No of courses	4	P		2	2		2			
	Short term courses		No of courses	48	P		15	9	12	12			
	Preparation of cadastral maps for Title Registration		Lots	36,000	P		8000	10000	9000	9000			
	Estimated SG Revenue		Rupee Mn	380	F								

F - Financial Progress

DSD- Divisional Sectarian Division

Providing of consultancy services on surveying for the government institutions on request.

Conducting of researches that can be required for the matters relevant to surveying of lands.

Issue of Certificates of Accreditation for the registered surveyors who wish to carry out surveys, under the Title Registration Act no. 21 of 1998.

Evaluation task for Geo portal functioning and other NSDI activities and meta data modification.Geo spatial data auditing verification

LIS Quality Assuring and maintain, LIS development, web publishing

Geospatial data Auditing Verification

GIS database updation and refinement of public views (ITM=20DSD).

Board meeting activities, quality control

Creation of district base parcel fabric

Institute of Surveying & Mapping, Diyatalawa

Director (ISM)

Director. (Finance)

policies	Strategies	Proposed Activity	Allocation (Rs)	Date of commencement	Date of completion	Financial Targets (Rs)				Physical Targets (%)				Output or Indicator	Implementing Agency	Responsible by	Contact TelNos	Remarks
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
		<b>Project 01 - Administration and Establishment Services</b>	704			69	69	69	69						Surveyor General	011-2568440		
		<b>Project 02 - Survey Activities</b>																
	Distribute Human and other resources efficiently and Land Surveying, Intergration at Surveying and Mapping data	Landmarking Surveys Miscellaneous Surveys Acquisition Surveys Engineering Surveys Mapping Court Commission Surveys Control Surveys Special works								15	25	25	35	Alloiments				
		<b>Mapping Activities</b>								23	25	25	25	Lots				
		Topographical/ Thematic and Special Mapping								15	25	25	35	Lots				
		Printing								23	25	25	25	Lots				
		Incorporation of public views (ITM=2.5Comments)								28	24	24	24	No.of Comments				
		Creation of LIS Cadastre								37	25	25	13	Lots				
		Creation of LIS Sporadic								25	25	25	25	Sheets				
		Subsequent Surveys Update	9,023			832	833	833	833	25	25	25	25	Sheets				
		Updating LIS database through data processed at DSO and maintain								25	25	25	25	Lots				
	Coordinate mapping surveys to enter the requirement of country. Setting up policies and infrastructure to receiving, Showing and reproduction of geographic data.	10k Topo database updating(step1)								50	50	0	0	sq km				
		Re-printing of Aerial Photograph (On-request)								16	16	34	34	Number of photos				
		Scanning Film Positives with Tie points								0	0	0	0	Number of photos				
		ITM Database Enhancement by incorporation of other data bases								25	25	25	25	sq km				
		(Product: Fully updated database)																
		(Norm ITM = 1.5 DB Tiles, 1 DB Tile extents 40 sq.km)																
		Other Work: No of Tasks								25	25	25	25	Tasks				
		Examinations								25	25	25	25	No. of Examinations				
		<b>Project 03 Survey Training</b>																
	Maintaining high professional standards of surveying and mapping through dissemination of knowledge.	Long term courses	249			25	26	26	26	100	100	100	100	No. of Courses				
		Short term courses								40	30	20	10	- do -				
	Organizing professional development programs. Conducting evaluation and efficiency bar examination organizing seminars,courses related to surveying, mapping and land registration																	
	Preparing of Cadastral maps for Title registration	Preparation of cadastral maps for Title Registration	380			38	50	88	75	15	20	35	30	Lots				
	...	Estimated SG Revenue	325			99	99	99	100					Rupee Mn				

P - Physical Progress

F - Financial Progress

DSD- Divisional Secretarian Division

Quality Assuring and maintain, LIS development, web publis  
Geospatial data Auditing Verification  
GIS database updation and refinement of public views (ITM=2  
Board meeting activities, quality control  
Creation of district base parcel fabric

Providing of consultancy services on surveying for the government institutions on request.  
Conducting of researches that can be required for the matters relevant to surveying of lands.  
Issue of Certificates of Accreditation for the registered surveyors who wish to carry out surveys, under the Title Registration. Act no. 21 of 1998.  
Evaluation task for Geo portal functioning and other NSDI activities and meta data modification,Geo spatial data quidding verification

**Thank You**