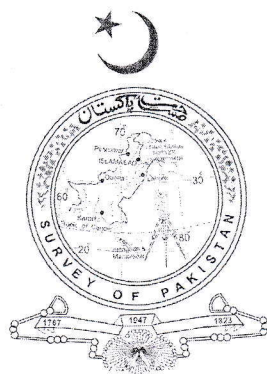


**Standard Operating Procedure  
For  
Trainee Employees**



**Survey of Pakistan  
Year-2021**

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Directorate of Survey Training Institute  
Faiz Ahmad Faiz Road, Islamabad

## Brief Introduction of the Department

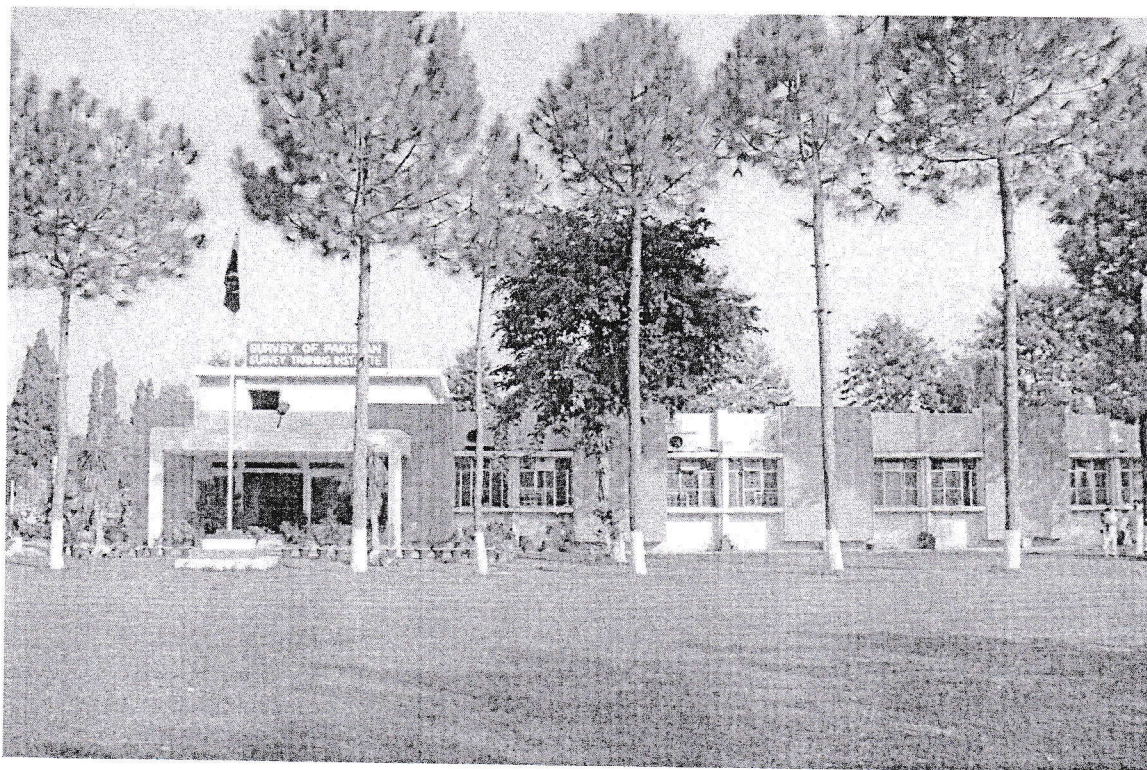
Survey of Pakistan (SoP) serves as the National Mapping Organization for the country. The organization was established in the present form as successor to pre-partition Royal Survey of India. The continuous existence for 72 years for any public organization is a matter of pleasure with significant pride.

The department has played an anchor role in majority of planning and development activities within the country. Including but not limited to Surveys & Mapping for Bhasha Dam, Islamabad Master Plan, Gawadar Master Plan, Kachhi Canal, Sindh Katcha Area, establishment of Geodetic Control Network, publishing of Pakistan Atlas, 1:50,000 & 1:250,000 Topographic Map Series for the entire country and Guide Maps & District Maps for almost entire coverage of the country.

Survey of Pakistan is guiding its employees to perform their services for the growth and prosperity of the country with sincerity, integrity and dedication, keeping the noble traditions of the profession.

### **1. Survey Training Institute**

Survey training institute (STI) is the sole public sector institute equipped with state-of-the-art facilities for training in Land Surveying and Mapping. The institute is affiliated with Punjab Board of Technical Education i.e. PBTE Lahore for Advance Diploma Course in Land Surveying i.e. two years' duration course and Certificate Course in Land Surveying which is one year programme.



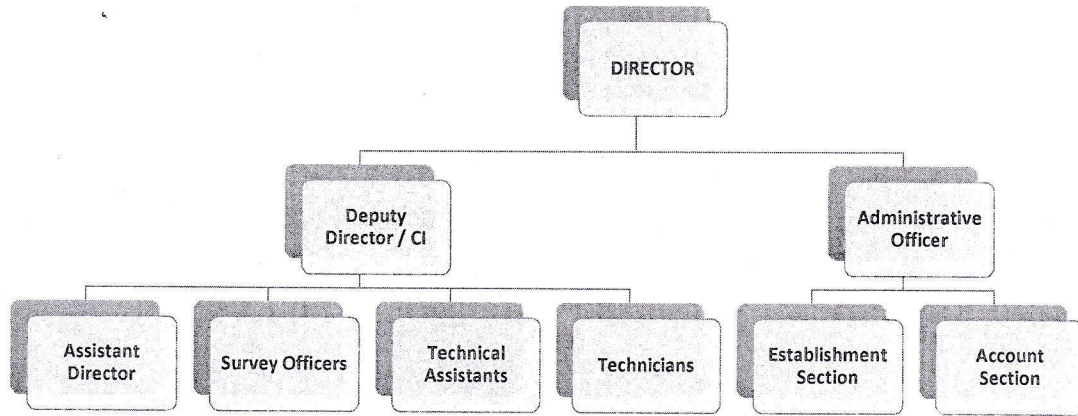
Survey Training Institute

## **2. Location**

Survey Training Institute (STI) is located at Faiz Ahmed Faiz Road in sector H-8/2 Islamabad. The nearby institutions include Allama Iqbal Open University and National Skills University. Islamabad city is located in the Pothohar Plateau in the northeastern part of the country, between Rawalpindi District and the Margalla Hills National Park to the north. Islamabad is famous for its high standards of living, abundant greenery and safety. This city has several landmarks which include Faisal Mosque (4<sup>th</sup> largest mosque in the world), Pakistan Monument and Lok Virsa.

## **3. Organization of Survey Training Institute**

Survey Training Institute (STI) is headed by Director and assisted by a Deputy Director who serves as chief instructor. The organogram of the STI is as under:



### Organization of Survey Training Institute

#### 4. Focal Person

Chief instructor of Survey Training Institute is the focal person. His contact details are as under:

Office phone number: 051-9250670

Email: [csti@surveyofpakistan.gov.pk](mailto:csti@surveyofpakistan.gov.pk)

#### 5. Training

Training is mandatory for all technical staff after joining Survey of Pakistan (SoP). All the newly recruited officers/officials are trained at Survey Training Institute. Duration of training for ADs and TAs is two years whereas for Technicians is one year, in which indoor training as well as outdoor training is mandatory. During training, Land Surveying and Mapping related subjects are taught. Time for classes in Survey Training Institute is 0900-1700.

## 6. Dress Code

Following Dress code will be observed in the institute:

Formal pant, shirt Coat, Tie with dress shoes.

Shalwar qameez with waist coat and shoes with socks

Jeans with t-shirts, sleeveless shirts of any kind is strictly not allowed.

## 7. Survey Training Institute Hostel

Survey Training Institute has purpose built hostel to provide accommodation facilities to the trainees.

### a) Facilities Available in the Hostel

**Rooms:** Rooms for Assistant Directors have attached washrooms whereas for others there are six common bathrooms and two washrooms.

**Mess:** Mess is managed by the Trainees (Assistant Directors/Technical Assistants /Technicians) and is run by class-IV, due to unavailability of professional cook.

**Other Facilities:** Geysers, free of cost electricity and heaters are available in all rooms.

**Play Ground:** Play ground in the institute for trainees.

**Security:** Civil security is provided in the institute.

### b) Accommodation in the Hostel

Rooms are available on sharing basis. Each room accommodates 3 to 4 students.

**Seeking Accommodation:** One can get accommodation in the hostel, through proper channel, by writing an application to the hostel warden and seeking approval of the director.

**Room Charges:** Charges for Assistant Directors are Rs.1500/PM whereas charges for Technical Assistants and Technicians are Rs.1200/PM.

**Bedding:** Trainees will bring their own beddings (Blankets, pillows, bed sheets etc)

## 8. Facilities for Women in Institute

Female employees can leave office 15 minutes earlier. Day care center is available in the institute. Hostel facility is not available for women.

## 9. Salary Package

Detail of Pay & Allowances BS-07 to BS-18 for 01 month

Detail of Pay & Allow.	BS-07	BS-08	BS-09	BS-10	BS-11	BS-12	BS-13	BS-14	BS-15	BS-16	BS-17	BS-18
B.Pay	10,990	11,380	11,770	12,160	12,570	13,320	14,260	15,180	16,120	18,910	30,370	38,350
H.Rent Allow	2,382	2,474	2,578	2,669	2,778	2,940	3,135	3,321	3,523	4,090	6,650	8,715
Convey. Allow	1,932	1,932	1,932	1,932	2,856	2,856	2,856	2,856	2,856	5,000	5,000	5,000
Medical Allow.	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,846	2,420
Adhoc 2016	922	954	986	1,018	1,051	1,114	1,193	1,272	1,351	1,588	2,544	3,189
Adhoc 2017	1,099	1,138	1,177	1,216	1,257	1,332	1,426	1,518	1,612	1,891	3,037	3,835
Adhoc 2018	1,099	1,138	1,177	1,216	1,257	1,332	1,426	1,518	1,612	1,891	3,037	3,835
Adhoc 2019	1,099	1,138	1,177	1,216	1,257	1,332	1,426	1,518	1,612	1,891	1,519	1,918
<b>Total:</b>	<b>21,023</b>	<b>21,654</b>	<b>22,297</b>	<b>22,927</b>	<b>24,526</b>	<b>25,726</b>	<b>27,222</b>	<b>28,683</b>	<b>30,186</b>	<b>36,761</b>	<b>54,003</b>	<b>67,262</b>

## 10. Medical Facilities

Medical facilities are available for all employees. These facilities are also available for the parents, children, and spouse of the employee.

## 11. Higher Studies

### a) Foreign Studies

Survey of Pakistan provide opportunities to study abroad at the government expenses.

### b) Indigenous Studies

One can pursue his/her further study after approval of the competent authority.

## 12. Hiring facility

Facility of hiring of accommodation is available.

## 13. Allotment of Govt. Accommodation

Allotment of Govt. accommodation through Estate Office is also available.

## 14. Advances/Loans/Grants

### a) House Building Advance

Federal Govt. facilitate employees to get House Building Advance which consists of 36 basic pays.

- i. House Building Advance is granted to Govt. employees (BS-01 to BS-15), **without interest.**
- ii. House Building Advance is granted to Govt. employees (BS-16 & above), with interest. In case, an officer desires to get HBA (interest free), he/she has to give **option for interest free GP fund deduction.**

**b. Other Advances**

Following Bicycle, Motorcycle & Car advances are admissible to the Federal Govt. employees

SI	Type of Advance	Pay limits	Amount of Advance
i.	Bicycle advance	Upto Rs. 15,000/- pm	Rs. 10,000/-
ii.	Motorcycle advance	On the pay of Rs.15,001/- pm to Rs. 34,999/-	Rs. 1,00,000/-
iii.	Motor Car advance	On the pay of Rs.35,000/- pm & above	Rs. 10,00,000/-

**c. Staff Welfare Organization Grants**

No welfare funds contribution is required by the employees. However, he/she may be granted funds by "Staff Welfare Organization" which provides some types of grants that can be availed through proper channel.

**15. Leaves**

- a. All kinds of leave is admissible under Revised Leave Rules, 1980.
- b. 20 days Casual leaves in case of emergency are allowed during calendar year after the approval of competent authority.
- c. 01 month leave on half pay, on medical certificate is admissible to Trainee Apprentice in a year.

**16. Short leave**

Two hours short leave can be availed twice in a month if so needed.

**17. Facility of retiring / guest rooms**

Facility of retiring/guest Rooms is available at Karachi, Lahore, Islamabad, Peshawar, Quetta and Murree with prior permission of the Surveyor General of Pakistan/ Deputy Surveyor General.

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