

MANUAL

THE RIGHT TO INFORMATION ACT, 2005



Government of India
Ministry of Agriculture & Farmers Welfare
(Department of Agriculture, Cooperation & Farmers Welfare)
SOIL AND LAND USE SURVEY OF INDIA
I.A.R.I. Campus (Pusa), New Delhi -110012

THE RIGHT TO INFORMATION ACT, 2005

The right to information became an act as on 15th June 2005 after getting an assent of the His Highness the President of India and published for general information in the Gazette of India dated 21st June, 2005 making it obligatory to all public authorities to maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to the information under this act and ensure that all records that are appropriate to be computerized within reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems, so that access to such records is facilitated.

(i) THE PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES:

Soil and Land Use Survey of India (SLUSI) earlier All India Soil & Land Use Survey (AISLUS) established in 1958 under Ministry of Agriculture & Farmers Welfare, Government of India is a premier organization in the field of soil & land surveys, mapping and management in the country. The Organisation is engaged in conducting soil survey of various kinds and intensities to provide sound data base for land based developmental programmes to the State user departments and other Government/Quasi Government/Non-Government organizations. This is the subordinate department of Natural Resource Management Division, Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture & Farmers Welfare and Farmers Welfare (Government of India). The organization operates its mandate from Headquarters at New Delhi along with its seven centres located at Bangalore, Kolkata, Nagpur and Noida, Ahmadabad, Hyderabad and Ranchi.

The mandate of the organization is to conduct various types of soil survey on different scales in order to provide soil and land use data to various Central/State User Departments for developmental programmes encompassing soil and water conservation planning for watershed management, Scientific Land use planning on sustainable basis.

The Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture & Farmers Welfare has entrusted the responsibility of generation of soil and land resources data base through standard soil survey and mapping of the Soil & Land Use Survey of India (SLUSI). The objectives and responsibilities of the organization are

1. Detailed Soil Survey (DSS) using real time remote sensing data to generate detailed scientific database on Soil and Land characteristics for planning and implementation of various programmes on soil and water conservation and soil health management.
2. House of Technical Support Group (TSG) for providing support to National Mission for Sustainable Agriculture.
3. Monitoring and evaluation of various developmental projects under NMSA and other national programmes.
4. Development of Management Information System (MIS) for knowledge networking and monitoring.
5. Establishment of Nodal Soil laboratory for analysis/quality checking of soil analysis of other soil laboratories.

6. Preparation of plate form free State-wise Digital Micro-watershed Atlas at 1:50,000 scale.
7. To conduct trainings for capacity building for officers of state government departments.
8. Consultancy /collaborative projects with central/state government departments, research Organisations, universities for research/other academic activities.
9. Development and promotion of space borne remote sensing techniques for application in mapping and monitoring of soils, land use, land degradation and wastelands etc.

Remote Sensing Cell of the Organization was established with the assistance of FAO/UNDP at Headquarters during 1982 (now shifted to Noida) dealt with the task of development of digital spatial database using GIS & RDBMS for both catchment and district level including Image Analysis software's. Presently, the Remote Sensing Cell of Soil and Land Use Survey of India is located at C-4, Sector-1, Noida. The Remote Sensing Cell of the organization is well equipped and has state-of- art facilities for both visual and digital image analysis of remote sensing data and generation of spatial and non- spatial digital data base under GIS environment. The Remote Sensing Cell is equipped with a number of advance hardware and software's (ArcGIS and Digital Image processing -Erdas imagine).

Under a collaborative project between DAC (SLUSI) and NIC for development of Digital Spatial Data Base for GIS based applications under G2G domain for planning purposes and hoisting of GIS based Web services, the following additional Hardware and Software has been installed in the Remote Sensing Cell. A 10 MBPS leased line between SLUSI and NIC has also been set up by Railtel.

SLUSI has created digital spatial data base on watersheds, soil and land information to hoist GIS based Web services for which necessary infrastructure for Information Communication Technology (ICT) has been created in the organization. This set up will function as a Mirror Server for day to day updating of spatial data base which is hooked with National Server commissioned at National Informatics Centre, New Delhi. The development of digital spatial data base of SLUSI is aimed at GIS applications under G2G domain for online planning besides exchange and sharing of spatial data base with other government departments.

The SLUSI is serving the Nation in generating the digital spatial database on soil and land resources for the user departments for their land resource development activities using modern technologies of Remote Sensing and Geographic Information System (GIS). It has a specialized and skilled technical manpower to handle Geographic Information System (GIS) and Remote Sensing (RS) facility at each center. It has soil analysis facilities for characterizations of soils to derive interpretation groupings for utility purposes like soil classification, soil management and to know about the development of soils. Also, the digital cartography laboratory for preparation and reproduction of soil maps, the development and management of digital spatial database. The database generation has been conceptualized to meet the need for planning at National/State/Basin, District/Catchment/ watershed and block/Village/Sub/Micro-watershed level for effective utilization of soil and land resource database for formulation of scientific watershed management plans.

The SLUSI is engaged in development of digital Micro-watershed atlas of entire country which aims at identifying and recognizing each micro-watershed with distinct spatial extent and Unique National code. Also plate form free State-wise Digital Micro-watershed Atlas is being uploaded on SLUSI website i.e. <http://slusi.dacnet.nic.in> which can be printed free of

cost by the users. The Micro watershed Atlas of Andhra Pradesh, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala, Maharashtra, Madhya Pradesh, Punjab, Sikkim, Tamil Nadu, Telangana ,Tripura, Uttaakhand States and Andaman & Nicobar Islands, Dadar & Nagar Havellin, Delhi, Daman & Diu ,Chandigarh,Puducherry United Territories have been updated on website and uploading for remaining states /UT is under progress.

**The addresses of Headquarter & Centres of
SOIL AND LAND USE SURVEY OF INDIA (SLUSI)**

Headquarter/ Centre	Name of the Officer	Designation	Address	Phone /Fax	E-mail
HEAD QUARTER Delhi	Shri Pankaj Tyagi	Chief Soil Survey Officer (In-Charge) & FAA	Soil and Land Use Survey of India, IARI campus (PUSA) NEW DELHI-110 012	Ph: 011-25841263, Fax: 011-25843811,	csso-slusi@nic.in
	Dr. Munish Kumar	Soil Survey Officer & Central Public Information Officer (CPIO)	-do-	011-25849486	ssohq-slusi@gov.in
NOIDA	Sh R. L. Meena	Senior Soil Survey Officer & Public Information Officer	Soil and Land Use Survey of India, Mrida Sarvekshan Bhawan, C-4, Sector 1, NOIDA-201 301 (UP)	Ph: 0120-2544804 Fax: 0120-2442694	ssonoida-slusi@nic.in
RANCHI	Sh Dinesh Patel	Soil Survey Officer & Public Information Officer	Soil and Land Use Survey of India Plot No. 32/456, B.A.U, Campus , Kanke, RANCHI-834 006 (Jharkhand)	Ph: 0651-2450188 Fax: 0651-24501145	ssoranchi-slusi@nic.in
KOLKATA	Dr. S. Roy Chowdhury	Soil Survey Officer & Public Information Officer	Soil and Land Use Survey of India Baishnavghata, Patuli Township, Block E, KOLKATA-700 094 (WB)	Ph: 033-24301581 Fax: 033-24301425	ssokolkata-slusi@nic.in
AHMEDABAD	Dr.S.P.Singh	Soil Survey Officer & Public Information Officer	Soil and Land Use Survey of India, Mrida Sarvekshan Bhavan, Opposite Godavari flats, Vasana P.O, Ahmedabad -380 007 (Gujarat)	Ph: 079-26603590 Fax: 079-26610161	ssoahmedabad-slusi@nic.in
NAGPUR	Sh. Ravindra. Kulkarni	Soil Survey Officer & Public Information Officer	Soil and Land Use Survey of India, Bhoomi Sarvekshan Bhavan, CPWD Colony, Katol Road, NAGPUR- 440 013 (Maharashtra)	Ph: 0712-2582293 Fax: 0712-2581831	ssonagpur-slusi@nic.in
HYDERABAD	Sh. Ravindra. Kulkarni (Temporary Charge)	Soil Survey Officer	Soil and Land Use Survey of India, Next to G.H.M.C Building, Rajendra Nagar, Hyderabad-500 030 (AP)	Tele Fax: 040-24010051	ssohyderabad-slusi@nic.in
BANGALORE	Sh. Pankaj Laghate	Soil Survey Officer & Public Information Officer	Soil and Land Use Survey of India, Kodigehalli, Post Vidyanpura, BANGALORE-560 097 (Karnataka)	Ph: 080-23640761 Fax: 080-23640751	soilkar@nic.in

(ii) **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
Group "A"				
1.	Chief Soil Survey Officer	1	<ol style="list-style-type: none">1. To function as Head of the Department of the Soil & Land Use Survey of India.2. To exercise, supervision and control the overall technical and administrative work of the organization.3. Planning, implementation and review of the soil survey programmes and allied activities of the organization. Technical guidance in field work, soil survey data documentation, development of spatial and non-spatial data base using Remote Sensing (RS) Geographical Information System (GIS) & Global Positioning System (GPS).4. Planning in organizing and conducting conferences, seminars and workshops to undertake technical deliberations on soil survey activities.5. Coordination of soil survey activities with different user agencies of the country.6. Liaison on administrative matters with ministry and line departments.	Delegated as per Finance Rule Statutory powers decided/revised by the Ministry of Agriculture & Farmers Welfare
2.	Sr. Soil Survey Officer	1	<ol style="list-style-type: none">1. Planning, implementation, coordination and review on various soil and land use survey programs in consultation with HOD.2. Preparation of plan for soil survey work to be undertaken in next field season with the approval of HOD.3. Report finalization and to assist Chief Soil Survey Officer in developing technical innovation, guidelines & working manuals.4. Technical work for improvement of land based management activities under the supervision of HOD/CSSO.5. Other official duties and responsibilities assigned by CSSO time to time.	Delegated as per Rules by the Chief Soil Survey Officer
3.	Soil Survey Officer	7	<ol style="list-style-type: none">1. Administration and Technical Head of Centre.2. Planning, guidance and supervision of Soil Survey activities and finalization of soil legend.3. Planning and guidance to technical officers for using latest	Delegated as per finance Rule

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
			<p>technology of Geo-informatics in the field of soil survey and land use planning to generate spatial & non-spatial database on soil and land resources.</p> <ol style="list-style-type: none"> 4. To supervise & guide in preparation, editing and finalization of Soil Survey project reports as well as publication. 5. To plan and supervise the updating of old soil survey maps as per user requirements. 6. To interact, prepare and development of user based projects. 	Statutory power decided/revised by the Ministry of Agriculture & Farmers Welfare and delegated by the Chief Soil Survey Officer.
4.	Sr. System Analyst	1	<ol style="list-style-type: none"> 1. Supervision and handling of spatial & non-spatial database using RS, GIS & RDBMS for management & monitoring of soil and land use programmes. 2. To maintain database for Soil & land use characteristics and its retrieval for utilization under various developmental plans. 3. Development of suitable software on soil and land based studies as per user requirement. 4. Handling & maintenance of ICT equipments. 5. Design, Development, Management, upload and updating of generated database on website time to time. 	
5.	Assistant Soil Survey Officer	21	<ol style="list-style-type: none"> 1. To carryout and correlate soil survey work, preparation of taxonomic unit, mapping legend and guidance to field parties. 2. To analyze and interpret spatial and non-spatial database using RS & GIS techniques. 3. To Guide and assist FO/AFO's in "On Screen" interpretation of satellite data for soil survey and land management activities using GIS and Global Positioning System (GPS). 4. Review of soil survey work and editing of soil survey reports. 5. To initiate User based studies and research work pertaining to Soil & Land based developmental programmes. 6. To maintain RS, GIS Laboratory and satellite data. 7. To discharge administrative work assigned by Soil Survey Officer as and when required. 	

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
			8. To assist soil survey officers in all technical activities.	
6.	Cartographic Officer	4	<ol style="list-style-type: none"> 1. Responsible for all types of Cartographic work, maintenance of cartographic laboratory and storage & maintenance of all types of digital and non-digital data and maps including toposheets etc. related to cartography. 2. Guidance and supervision in base map preparation using “On Screen” digitization technique and final map composition in GIS. 3. Checking symbolization and generation of final digital soil maps. 4. Planning and implementation of digital spatial data development program using GIS technique. 5. Improvements, alterations and modification of Cartographic procedures using GIS technique in consultation with Soil Survey Officer. 	
7.	Assistant Soil Chemist	4	<ol style="list-style-type: none"> 1. Analysis Soil and water samples using standard techniques. 2. Technical guidance to laboratory personnel and maintenance of Soil analytical laboratory. 3. Interpretation and correlation of analytical data for characterization of soil series. 4. Supervision & maintenance of laboratory instruments, glass wares and chemicals etc. 5. Assist Soil Survey Officer in implementation of new techniques in soil analysis and other works assigned by soil survey officer. 	
Total Group “A” Post		39		
Group “B”				
1.	Administrative Officer	1	<ol style="list-style-type: none"> 1. To assist Head of the Office in general administration. 2. To organize and supervise administrative procedural matters including appointments, accounts, audit and stores. 3. To initiate and pursue all cases of promotion, administration reviews, 	

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
			<p>completion of probation periods and disciplinary action, court cases etc.</p> <p>4. Safe custody of ACR Dossier in respect of non-gazetted staff and other confidential files assigned to him.</p>	
2.	Field Officer	14	<ol style="list-style-type: none"> 1. To analyze and interpret remote sensing data for generating various thematic maps in GIS. 2. To carry out soil survey, collection of ancillary data, finalization of soil map and preparation of draft soil survey report. 3. Generation of spatial and non-spatial database for the preparation of soil survey projects/reports. 4. Correlation and Interpretation of morphological and soil analytical data for preparation of taxonomic unit in consultation with Asstt. Soil Survey Officer/Soil Survey Officer. 5. To guide and assist Assistant Field Officers (AFOs) for soil survey work and preparation of draft reports. 6. To assist senior officials in all types of technical work. 	
3.	Assistant Field Officer	136	<ol style="list-style-type: none"> 1. To study, analyze and interpret remote sensing data for pre- field and post- field mapping. 2. To carry out soil survey, collection of related data, preparation of soil maps and draft reports. 3. Generation of spatial and non-spatial data for draft report preparation as well as relevant thematic maps using GIS & RDBMS. 4. Soil & water samples analysis for their physico-chemical properties as per requirement. 5. Assist senior officials in all relevant technical work. 	
4.	Technical Officer	4	<ol style="list-style-type: none"> 1. To assist Assistant Soil Chemist in supervision and routine working in laboratory along with maintenance of soil analytical laboratory. 2. To carry out Soil & Water samples analysis for their physico-chemical properties using standard technique. 3. Interpretation of analyzed data or results. 4. Calculation, tabulation and data entry of soil analysis results. 5. Proper handling and maintenance of instruments, glass wares and chemicals etc. 	

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
5.	Assistant Technical Officer	11	<ol style="list-style-type: none"> 1. To carry out physical and chemical analysis of soil & water samples using standard technique. 2. Calculation, tabulation and data entry of soil analysis results. 3. To assist Technical Officer and Assistant Soil Chemist in day to day laboratory work. 4. Proper maintenance of laboratory, instruments, glasswares & chemicals etc. 	
6.	Senior Cartographic Assistant	3	<ol style="list-style-type: none"> 1. Delineation and codification of watersheds upto micro-watershed level. 2. Preparation of digital base maps and map composition of thematic maps in GIS. 3. Maintenance of digital spatial data base in defined format and at specified location using GIS technique. 4. Scanning and digitization of old hard copy thematic maps using GIS. 5. Checking & supervision of maps generated by Junior Cartographic assistant and draftsmen. 6. Assist Cartographic officer in all cartographic work. 	
7.	Senior photographic Assistant	1	<ol style="list-style-type: none"> 1. Handling and operation of photographic camera. 2. Supervision of all photographic jobs involving processing and printing. 3. Assistance in printing and Xeroxing of report, other publications etc. 4. Other official work assigned by the Head of the Office. 	
8.	Office Superintendent	11	<ol style="list-style-type: none"> 1. Take up and supervise of the routine administrative work of the Headquarter Office/Centre. 2. Maintenance of all service matters of the staff of the Headquarter/Centre. 3. Handling specific cases and preparation of notes involving knowledge of rules and regulations. 4. To initiate and pursue all cases of promotion, administration reviews, completion of probation periods and disciplinary action, court cases, Audit etc. 	

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
			5. Supervision & managing online information related to accounts and administration 6. To assist soil survey officers in all administrative activities.	
9.	Stenographer Gr. I	5	1. Giving secretarial support to discharge instruction relating to administrative and technical work. 2. Assist Head of Office/Head of Department in administrative work.	
10.	Jeep Driver Spl. Grade	4	1. Maintenance and technical support to drivers for upkeep of vehicles and driving the vehicles. 2. Driving of vehicles.	
Total Group "B" Post		190		
Group "C"				
1.	Senior Accountant	1	1. Supervision and maintenance of all types of accounts related works and records/register. 2. Managing of online information related to accounts of organization.	
2.	Stenographer Gr. II	1	1. Discharge duties as per the instruction of Head of Office/Head of Department related to technical and administrative work.	
3.	Upper Division Clerk	14	1. Maintenance of store, vehicle, preparation of bills. 2. Preparation of all types of bills. 3. Handling of cash and accounts related register such as (PBR) 4. Maintenance of file and register related to administration and accounts. 5. All types of typing work.	
4.	Lower Division Clerk	13	1. Diary dispatch and maintenance of service postage stamp accounts. 2. Preparedness of all types of bills, handling of cash and maintenance of cash related register and files. 3. All sorts of typing work. 4. To deal with routine establishment and administrative work.	
5.	Junior Cartographic Assistant	16	1. Preparation of digital drainage and hydrological units in catchment areas up to micro watersheds. 2. Assist in map composition including scale, legend, symbols etc. in	

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
			<p>GIS.</p> <p>3. Scanning and digitization of old hard copy thematic maps using GIS.</p> <p>4. Preparation of location maps, base maps and other related maps required in reports and other publications.</p> <p>5. Assist to Senior Cartographic Assistant and Cartography Officer in preparation of digital maps.</p>	
6.	Draftsman	20	<p>1. Scanning and digitization of hard copy maps in GIS.</p> <p>2. Preparation of location maps, base maps and other related maps required in reports and other publications.</p> <p>3. Data entry work related to geographic text base numerical from source documents within time limits.</p> <p>4. Preparation of soil and land resource information and correct the data wherever necessary.</p> <p>5. Store the entered information in designated file, formats as per data development program.</p> <p>6. Assist to concerned officials/officers in all relevant works.</p>	
7.	Photographic Assistant	1	<p>1. Handling and operation of photographic cameras.</p> <p>2. All photographic jobs involving processing and printing.</p> <p>3. Printing and Xeroxing of reports, other publications etc.</p> <p>4. Assist to concerned officials/officers in all relevant works.</p>	
8.	Jeep Driver Gr.I	26	Maintenance, petty repairs, upkeep and driving of the vehicle.	
9.	Jeep Driver Gr.II	22	Maintenance, petty repairs, upkeep and driving of the vehicle.	
10.	Jeep Driver Ordinary Grade	9	Maintenance, petty repairs, upkeep and driving of the vehicle.	
Total Group "C"		123		
Group "C" (erstwhile Group D)				
11.	Multi Tasking Staff	95	<p>a) Field work assigned during soil survey.</p> <p>b) General cleanliness and upkeep of the Section or Unit.</p> <p>c) Carrying of files and other papers within the building.</p>	

Sl.No	Posts	Sanctioned strength	Duties and Responsibilities	Powers
			d) Photocopying, sending of FAX etc. e) Other non-clerical work in the Section or Unit. f) Assisting in routine office work like diary, despatch etc., including working on computer. g) Delivering of dak (outside the building). h) Watch and Ward duties and open and closing of office rooms. i) Cleaning of rooms and dusting of furniture etc. j) Cleaning of building, fixtures etc. k) Driving of vehicles, if in possession of valid driving licence. l) Upkeep of parks, lawns, potted plants etc. m) Any other work assigned by the superior authority.	
Total Group "C" (erstwhile Group D)		95		
Grand Total		447		

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The procedure adopted in decision making involves the Ministry of Agriculture & Farmers Welfare through the Joint Secretary, Government of India as Head of the NRM Division, the Chief Soil Survey Officer, SLUSI and Head of the Centres. The supervision and accountability has been channelised accordingly. The supervision of technical activities is looked after by the Assistant Soil Survey Officers under careful guidance of the Soil Survey Officer and the Chief Soil Survey Officer.

(iv) THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS:

The Centres /Remote Sensing Cell conduct different types of field surveys. The findings of soil survey are documented in the form of reports and maps. These maps, reports are made available to the user agencies on payment basis with fixed price as approved by the Ministry of Agriculture & Farmers Welfare.

1. Cost Norms for Soil Survey and Land Resource Mapping

S. No.	Kind of Survey	Cost of Survey
1.	Details Soil Survey	Rs.50/-per ha Plain Terrain Rs.90/- per ha Hilly Terrain
2.	Rapid Reconnaissance Survey	Rs.1.00/-per ha
3.	Land Degradation Mapping	Rs.0.50/-per ha
4.	Soil Resource Mapping (Reco.)	Rs.1.25/- per ha

2. Cost Norms for Soil Survey and Land Resource Mapping Data & Report

S. No.	Type of Survey	Nature of Data	Minimum unit of charge	Price
1.1	DSS (1:10K scale)	Soft Copy		Rs. 2.0/- per ha
1.2	DSS (1:10K scale)	Hard copy		Rs. 500/- per sheet in size (3min x 3 min) for single theme
1.3	DSS (1:10K scale)	PDF		Rs. 200/- per sheet in size (3min x 3 min) for single theme
2.1	RRS (1:50K)	Soft Copy	One toposheet (15 min x 15 min)	Rs. 0.05/- per ha for single theme Rs. 0.10/- per ha for composite map (EIMU+drainage+HU_priority), i.e. composite data comprises of 3 theme
2.2	RRS (1:50K)	Hard copy		Rs. 500/- per toposheet in size (15min x 15 min) for single theme
2.3	RRS (1:50K)	PDF		Rs. 200/- per sheet in size (15min x 15 min) for single theme
3.1	SRM (1:50K)	Soft Copy	One toposheet (15 min x 15 min)	Rs. 0.15/- per ha for single theme
3.2	SRM (1:50K)	Hard copy		Rs. 500/- per toposheet in size (15min x 15 min) for single theme
3.3	SRM (1:50K)	PDF		Rs. 200/- per sheet in size (15min x 15 min) for single theme

4.1	Watershed Atlas of India (1:50K scale)	Soft Copy	One toposheet (15 min x 15 min)	Rs. 0.01/- per ha (15min x 15 min) for single theme
4.2	Watershed Atlas of India (1:50K scale)	PDF		Rs. 200/- per sheet in size (15min x 15 min) for single theme
5.1	Micro-watershed Atlas (1:50K scale)	Soft Copy	One toposheet (15 min x 15 min)	Rs. 0.05/- per ha (15min x 15 min) for single theme
5.2	Micro-watershed Atlas (1:50K scale)	PDF		Rs. 200/- per sheet in size (15min x 15 min) for single theme

S. No.	Type of Survey	Amount in Rs./ Report
1.	Detailed Soil Survey	Rs. 500/-
2.	Rapid Reconnaissance Survey and Soil Resource Mapping (area < 5.0 lakh ha)	Rs. 500/-
3.	Rapid Reconnaissance Survey and Soil Resource Mapping (area 5.0 to 10.0 lakh ha)	Rs. 1000/-
4.	Rapid Reconnaissance Survey and Soil Resource Mapping (area > 10.0 lakh ha)	Rs. 1500/-

The data is made on following terms and conditions:

- The minimum unit of sale shall be an area bounded by 15 minutes of latitude and 15 minutes of longitude i.e. one Survey of India toposheet of 1:50,000 scale.
- The minimum unit of sale shall be an area bounded by 3 minutes of latitude and 3 minutes of longitude of 1:10,000 scales.
- The user or the authorized representative shall furnish an undertaking to the effect that the confidentiality of the data would be maintained and it would not be transferred to a third party and should not be used for any commercial purpose by user agency.
- Digital data in Hard/soft copies are available in standard Projected Coordinate System.
- Soil and Land Use Survey of India (SLUSI) reserves the right to decide whether or not to make available any data to any organization without assigning any reason thereof.
- SLUSI under Department of Agriculture, Cooperation and Farmer's Welfare, Ministry of Agriculture & Farmers Welfare and Farmer's Welfare may revise the price from time to time.

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY ORGANISATION:

Administrative functioning is controlled by Central Government Rules/Fundamental Rules/Civil Service Rules and Finance Rules etc. as applicable to the Government Establishment. However, the personal service information of officers/officials is proposed to be made available to the Ministry on instruction, the Centres of the Organisation, the institutions involved in decisions related to the service matters and the family matters of individual, if justified.

Technical work involving soil survey(Field survey), generation of maps (hard copy/GIS/computerized format) and generation of soil survey reports is based on Soil Survey Manual(SLUSI and USDA), Soil Taxonomy, advanced software and soil analysis manual.

Soil Survey Reports and Soil Survey maps are generated and documented by the organization.

The list of the Reports published (Up to December 2017) so far by this Organization is furnished as under:

S. No.	Type of Survey	No. of Reports
1.	Detailed Soil Survey	1108
2.	Rapid Reconnaissance Survey	413
3.	Soil Resource Mapping (District wise)	111
4.	Land Degradation Mapping (District wise)	65

(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD:

The soil survey reports, soil survey maps, soil and land use maps include documents that are generated and held by the organization. Satellite Imageries of different sensors and Survey of India Topographic maps of different scale used as base maps/ data base are procured and maintained by the Organization. Besides, service records, finance records, store records etc. also make the part of documents that are held by the Organization. Prior permission of the competent authority is essential even to consult the documents that are restricted in nature.

(vii) PARTICULARS OF ARRANGEMENT THAT EXIST FOR CONSULTATION:

The Organization, being survey and reporting institution as a subordinate office of National Resource Management Division, Ministry of Agriculture & Farmers Welfare, is not directly responsible for formulating policy. The institution implements the policy and programme of database generation of the Ministry of Agriculture & Farmers Welfare.

(viii) STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES

No such body has been constituted for advice to this organization. The institution implements the spirit of the Ministry.

(ix) DIRECTORY OF OFFICERS AND EMPLOYEES:

Public Information Officer provides the information as per service records maintained by the respective centres.

(x) MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES:

The Public Information Officer consults the Pay Bill Register to provide the information of the concerned centres.

(xi) BUDGET ALLOCATED , PROPOSED EXPENDITURES AND REPORT ON DISBURSEMENTS MADE:

The budget allocated under Plan and Non-Plan along with expenditure for last five years are given below:

(Rs. in Lakhs)

Year	Budget Estimate		Actual Expenditure	
	Plan	Non-Plan	Plan	Non-Plan
2012-13	1635.00	231.00	1472.00	255.16
2013-14	1900.00	241.00	1596.33	223.42
2014-15	1800.00	262.00	1591.38	240.75
2015-16	1800.00	268.00	1592.42	231.47
2016-17	-	2046.00	-	2011.59

(xii) SUBSIDY PROGRAMMES:

Not applicable

(xiii) CONCESSIONS,

PERMITS/AUTHORISATION: Not Applicable

(xiv) DETAILS OF THE INFORMATION IN AN ELECTRONIC FORM:

The Electronic content of the organization available in the website namely <http://slusi.dacnet.nic.in>

(xv) PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION:

Facility of public library is not available. However, the information on reports /maps is available on SLUSI website i.e. <http://slusi.decnet.nic.in>

(xvi) NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS OF SOIL & LAND USE SURVEY OF INDIA (SLUSI)

1. Dr. Munish Kumar, Soil Survey Officer, SLUSI Headquarter, New Delhi. (CPIO)
2. Dr. S. Roy Chowdhury, Soil Survey Officer, Kolkata Centre (PIO)
3. Sh.Ravindra Kulkarni, Soil Survey Officer, Nagpur Centre and Hyderabad Centre (PIO)
4. Sh. Pankaj Laghate, Soil Survey Officer, Bangalore Centre (PIO)

5. Sh. Dinesh Patel, Soil Survey Officer, Ranchi Centre (PIO)
6. Sh. R.L.Meena , Senior Soil Survey Officer, NOIDA Centre (PIO)
7. Dr S.P.Singh, Soil Survey Officer, Ahmadabad Centre (PIO)

(xvii) OTHER INFORMATION:

The information of activities of the Organization can be sought from SLUSI website, i.e. <http://slusi.decnnet.nic.in> updated from time to time by the Organization.

Last Updated on: 05.01.2018

Name of Public Authority being audited: Department of Agriculture & Cooperation
Address: Soil & Land Use Survey of India
Department of Agriculture, Coop. & Farmers Welfare

‘A’ Category Parameters (High importance)

Sl. No.	Parameter	Requirements	Qualitative observations/remarks
1.	Language in which information Manual/Handbook available	English	Information available only in English
2	When was the information Manual/Handbook last updated?	During last 1 year	Updated information available
3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	1. Website 2. Newspaper	SLUSI website and newspapers, particularly advertisement for filling up the posts are published
4	The procedure followed in the decision making process, including channels of supervision and accountability [Section 4(1)(b)(iii)]	Partially disclosed	The procedure adopted in decision making involves the Ministry of Agriculture & Farmers Welfare as Head of the NRM Division, Chief Soil Survey Officer SLUSI and Head of the Centres. The supervision and accountability has been channelized accordingly. The supervision of technical activities is looked after by the Assistant Soil Survey Officers under careful guidance of the Soil Survey Officer and the Chief Soil Survey Officer.
5	The norms set for the discharge of functions [Section 4(1)(b)(iv)]	Fully disclosed in RTI Manual	Fully disclosed in RTI Manual.
6	Budget allocated, proposed expenditures and report on disbursements made: [Section 4(1)(b)(xi)]	Fully disclosed in RTI Manual	Fully disclosed in RTI Manual.
7	Manner of execution of subsidy programmes[Section 4(1)(b)(xii)]	Not applicable	No subsidy is allocated by the Min. of Agri. & FW
8	Particulars of recipients of concessions, permits or authorizations granted by the Public Authority	Not applicable	Not applicable
9	Are important policies or decisions which affect public informed to them[Section 4(1)(c)]	At all times	Yes, important policies or decisions which affect user ends, are informed to them, like determining the cost Norms for Soil Survey and Land Resource Mappings/ reports/maps.
10	Are reasons for administrative or quasi-judicial decisions take, communicated to affected persons [Section 4(1)(d)]	At all times	Yes, representations and grievances are considered and are conveyed to the affected persons.

‘B’ Category Parameters (Medium importance)

Sl. No.	Parameter	Requirements	Qualitative observations/remarks
1.	Form of accessibility of Information in Manual/Handbook [Section 4(1)(b)]	1. Electronic format 2. Printed Format	Electronic as well as printed format available.
2	Whether information Manual/Handbook available free of cost or not	At a reasonable cost of the medium	Down loading from Electronic media is free and the printed Manual are provided at a reasonable cost as per requirement under Right to information Act, 2005
3	The rules, regulations, instructions, manuals and records, held by organization	Title of document	Central Government Rules/Fundamental Rules/Civil Service Rules and Finance Rules etc. as applicable to the Government Establishment.
4	Categories of documents held by the authority under its control	Custodian of the document	The soil survey reports, soil survey maps, soil and land use maps include documents that are generated and held by the organization. Satellite Imageries of different sensors and Survey of India Topographic maps of different scale used as base maps/ data base are procured and maintained by the Organization. Besides, service records, finance records, store records etc. also make the part of documents that are held by the Organization. Prior permission of the competent authority is essential even to consult the documents that are restricted in nature.
5	Information available in electronic form[Section 4(1)(b)]	Location where available	The website of the SLUSI provides information of Rapid Reconnaissance Survey, Detailed Survey, Soil Resource Mapping, Land Degradation Mapping, Watershed Atlas of India, Micro watershed of India, Publications of Annual Reports, Bulletins and Brochures, etc. and all other informations related to organization .
6	Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)]	Contact person & conduct details (phone, fax, email)	Duly provided on website i.e. http://slusi.dacnet.nic.in/
7	Such other information as may be prescribed under Section 4(1)(b) (xvii)	Citizen's charter	The information of activities of the Organization can be sought from SLUSI website, i.e. http://slusi.decnnet.nic.in updated from time to time by the Organization.
8	Receipt and disposal of RTI applications	Provided to the applicant	The number of applications under RTI are reflected in quarterly return of RTI

‘C’ Category Parameters (Medium importance)

Sl. No.	Parameter	Requirements	Qualitative observations/remarks
1.	Particulars of its Organization functions and duties [Section 4(1)(b)(i)]	Fully disclosed	Fully disclosed on the website of the Organization
2	Powers and Duties of is officers & employees [Section 4(1)(b)(ii)]	Fully disclosed	Fully disclosed on the website of the Organization
3	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof (Section 4(1)(b)(vii))	Not disclosed	The soil survey reports, soil survey maps, soil and land use maps include documents that are generated and held by the organization. Satellite Imageries of different sensors and Survey of India Topographic maps of different scale used as base maps/ data base are procured and maintained by the Organization. Besides, service records, finance records, store records etc. also make the part of documents that are held by the Organization. Prior permission of the competent authority is essential even to consult the documents that are restricted in nature.
4	Boards, councils, committees and other bodies constituted as part of the Public Authority (Section 4(1)(b)(viii))	Not applicable	No such body has been constituted for advice to this organization
5	Directory of Officers and employees[Section 4(1)(b) (ix)]	Fully disclosed	Reflected in the Manual of RTI on website
6	Monthly Remuneration received by officers and employees including system [Section 4(1)(b)(x)]	Not disclosed	Not disclosed, However, the Public Information Officer may provide the Monthly remuneration of employees and officers pertaining to concerned centre when sought for by any applicant under RTI, 2005.
7	Names, designations and other particulars of public officers [Section 4(1)(b)(xvi)]	Fully disclosed	Fully disclosed under RTI Manual on website.