

## **INSTRUCTION FOR SALE OF UNPUBLISHED MAPS, DIGITAL AERO-GEOPHYSICAL DATA PRODUCTS, PROGRESS REPORTS TO OUTSIDE AGENCIES / PVT. COMPANIES**

1. The order has to be placed in the attached indent Form giving full details of requirement and the type of data products like Maps, Digital tapes, Diskettes and Geological reports etc.
2. In case of Restricted Maps/Reports /Digital Data Products, the order has to be signed by an officer not below the rank of Dy. Secretary to the Government of India, if it is for internal use of the Department and by an officer not below the rank of Joint Secretary, it is for the use of PSU/Pvt. Body (Applicable only for the Organizations/Office within India).
3. An application fee mentioned in the Indent Form has to be deposited, in advance along with the order, as Caution Money. No interest is payable on the Caution Money, but amount so deposited will be adjusted against the final payment.
4. In case the indenter decides to withdraw the order for whatever reason after depositing the caution money, it will not be refunded.
5. In case the Survey of India/Ministry of Defence and other Clearing Authorities refuse permission for selling the Maps/Reports/Digital Data Products, the Caution Money will be refunded to the Indenter.
6. In case the Survey of India/Ministry of Defence clears the Maps/Reports /Digital Data Products for sale with such modifications which are unacceptable to the Indenter, the Caution Money will be refunded.
7. In case of refusal of sale of Maps/ Reports/ Digital Data Products arises out of internal decision of GSI, the Caution Money will be refunded to the Indenter.
8. Only plain paper Photo Copies/Ammonia prints of the Maps/Computer compatible floppies/tapes of Digital Data Products will be supplied with authentication. In case of Digital Data Products, the cost of the floppy Diskettes/Computer tapes has to be borne extra, by the indenter on actual basis. Alternatively, the indenter can provide/supply the floppy diskettes, computer tapes of required specification.
9. The indentors who have procured the restricted Maps/Reports/ Digital Data Products will have to give Safe-Custody Certificate in attached format on or before 31<sup>st</sup> December every year and will be liable to produce them, in their premises, at any point of time for verification, if required.
10. Any violation of the condition of sale of the Maps/Reports/Digital Data Products noticed on the part of the indenter will be viewed seriously and the appropriate action will be initiated by the Government of India as per rules.
11. Notwithstanding the above conditions, sale of Maps/Reports/Digital Data Products etc. will be guided by the Restrictions imposed by the GOI from time to time.

## **GUIDELINES FOR SALE OF UNPUBLISHED MAPS, DIGITAL AERO-GEOPHYSICAL DATA PRODUCTS, PROGRESS REPORTS TO OUTSIDE AGENCIES / PVT. COMPANIES**

1. The prospective buyer/investors are advised to make an application stating their requirements.
2. The relevant columns (1-9) of the indent from (Annexure-I) are filled up by GSI and sent to the prospective buyer along with directive about the mode of payment. The indenter will complete the form and submit along with the undertakings (Appendix-II) and the caution money.
3. Till the caution money is adjusted against final transaction or refunded, the money may be kept in suspense account. The Finance Wing has indicated the suspense account number – 0853- GSI Receipt Misc. receipt and this has been already circulated to all HODs.
4. The clearance of the Survey of India and Ministry of Defence as per the existing rules will be required before the sale.
5. The instruction, enclosed with the Indent Form are followed.
6. A copy of the Maps/Reports/Data Products sold to the Indenter is kept in the files for record and future verification.
7. Application fee is Rs. 350/- (Rupees Three Hundred fifty only) or 5% of the sale price, whichever is higher.

## **UNDERTAKING FOR THE PROCUREMENT OF UNPUBLISHED MAPS/REPORTS / DIGITAL DATA PRODUCT ETC. FROM GEOLOGICAL SURVEY OF INDIA**

- A. I undertake that the Maps/Reports/Digital Data products will not be reproduced/resold /transmitted /conveyed to a third party in full or part or in any form.
- B. I undertake not to export the maps.....(purchased by me/my organization) on a scale actual to or more than ¼ “ to a mile and Microfilm/digital data products obtained from such maps depicting any part of India including its external boundaries and showing topographical features by contours.
- C. I will maintain a proper record of all the Restricted Maps sold to me and undertake to periodically check this physically. I will furnish an Annual Safe Custody Certificate, to the GSI..... (place of issue) on 31<sup>st</sup> December, every year to the effect that all restricted Maps/sold to me have been physically accounted for and losses if any reported in accordance with the instructions as indicated in item D below.
- D. I will immediately report the loss of the Map/Maps/Reports/Digital Data Products to the GSI, to the Ministry of Defence, New Delhi and also to the Head of the Department /Ministry.....(Name /Chief Secretary) to the Government ..... (Name of the State/Union Territory/nearest Police Station/GSI for investigation and report to the Ministry of Defence.
- E. I have understood that the loss of the Restricted Maps may amount to an offence under an official Act and that I am legally bound to give information about the offence immediately upon receiving knowledge about the loss of the said map.
- F. I have also understood that the failure to report about the loss would render me liable for prosecution under Section – 122 of the Indian Postal Code.

Place :

Signature:

Date :

Head of the Organization  
or his authorized Agent

Address

- N. B. In case of Restricted Maps/Reports/Digital Data products, the undertaking has to be signed by an officer not below the rank of Deputy Secretary to the Government of India, if it is for the internal use of the Department and by an officer not below the rank of Joint Secretary if it is use of the Department and by an officer not below the rank of Joint Secretary if it is for the use of PSU/Private Body (Applicable only for the Organization/offices within India).

**GEOLOGICAL SURVEY OF INDIA**

**INDENT FORM FOR PURCHASE OF UNPUBLISHED  
GEOLOGICAL MAPS, DIGITAL AERO-GEOPHYSICAL DATA  
PRODUCTS BY OUTSIDE PARTIES**

INDENT No.....

DATE.....

Sl. No	Details of the requirements Maps, Tapes, Diskettes unpublished reports etc.	Restricted/non restricted	Cost of the first copy	Cost of the addl. Copies	Cost of blank tapes/floppies, if not supplied by the buyer	Total cost (4+5+6)	Amount of application fees to be Paid**	Balance Amount to be paid (7-8)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

12. Address to which the Maps etc. are to be sent. ..... ..... ..... .....	13. Mode of Despatch	13(a) 1. Signature of Indenting Officer 2. Name 3. Designation 4. Official address & Seal 5. Date	13(b) 1. Counter Signature of Appropriate Authority (in Case of Restricted Maps/Data Products) 2. Name & Designation 3. Stamp of the Office 4. Place..... Date.....
--	----------------------	--	--

**Please Note:**

1. Indent and Undertaking forms, duly filled and signed by Appropriate Authority may be sent to the concerned GSI office along with application money.
2. Kindly read the instructions before filling up the Indent Form.
3. Balance amount to be paid before the supply of the Maps/Reports/Digital Data Products as the case may be.

\*\* Application fee will be Rs. 350/- (Rupees Three Hundred fifty only) or 5% of the sale price, whichever is higher.