

7410.3.

No. RW/4 (2)/79-Genl.

Dated the 12th July, 1984

CIRCULAR

Subject : Precautions for Maps & Topo Sheets etc.

All Officers & Sections in the Roads Wing are requested that the following precautions must be taken for the safe custody and proper maintenance of the Maps as instructed by the Survey of India, Dehradun.

1. **Maps should be kept flat as far as possible.**
2. **No permanent markings should be done on maps and if required for certain reference only marking with soft pencil be done so that it could be erased afterwards easily with rubber.**
3. **Security certificate should be taken from the Officers to whom maps are issued and the certificate should be signed by a Gazetted Officer with stamp so that a proper check could be maintained in the Issue Register of Maps.**
4. **No Topo Sheet should be reproduced in part or in whole either by photography or by any other means.**

To

1. **All Officers/Sections (Secretariat & Technical) in the Roads Wing**
2. **The Incharge-Maps, Technical-General Section**