



GOVERNMENT OF MIZORAM
LAND REVENUE & SETTLEMENT DEPARTMENT

Aizawl, the 15th September, 2026

NOTIFICATION

No. J-37022/9/2025-LR&S: In supersession of Notification issued vide No. D.12019/1/2022-REV dated 03.02.2025 regarding the Standard Operating Procedure (SOP) for Empanelled Survey Firms, the Governor of Mizoram is pleased to notify the revised **Standard Operating Procedure (SOP)** as appended in the **ANNEXURE** to be followed by all concerned authorities, Offices and Empanelled Survey Firms with immediate effect.

Sd/- VANLALMAWIA

Secretary to the Govt of Mizoram,
Land Revenue & Settlement Department

Memo No. J-37022/9/2025-LR&S : Aizawl the 15th September, 2026

Copy to :

1. Secretary to Governor of Mizoram.
2. P.S. to Hon'ble Chief Minister, Mizoram.
3. P.S. to Speaker/ Ministers/ Leader of Opposition/ Deputy Speaker, Ministers of State.
4. All Members of Legislative Assembly, Mizoram.
5. Sr. P.P.S. to Chief Secretary, Govt. of Mizoram.
6. P.P.S. to Secretary, Land Revenue & Settlement Department.
7. Director, Land Revenue & Settlement Department.
8. All Deputy Commissioners in Mizoram.
9. Controller of Printing & Stationeries, Mizoram with 2 (two) spare copies and soft copy via email (mizoram.revenue@gmail.com) for publication in Mizoram Gazette Extra Ordinary.
10. All Assistant Commissioners (Revenue), O/o The Deputy Commissioner, Revenue Branch.
11. Website Manager, Land Revenue & Settlement Department for uploading in the Department's website.
12. Guard file.

Digitally signed by
Lalhruai Tluanga
Date: 15-09-2026
14:44:42

(LALHRUAI TLUANGA)

Under-Secretary to the Govt of Mizoram,
Land Revenue & Settlement Department

ANNEXURE**STANDARD OPERATING PROCEDURE FOR EMPANELMENT AND
ENGAGEMENT OF SURVEY FIRMS, 2026**

[See Notification No. J-37022/9/2025-LR&S dated 15.09.2026]

1. Short Title and Objective:

- 1.1 This Standard Operating Procedure (SOP) shall be called the “Standard Operating Procedure for Empanelment and Engagement of Survey Firms, 2026”.
- 1.2 The objective of this SOP is to establish a transparent, efficient and accountable system for:
 - a) Empanelment of Survey Firms;
 - b) Assignment of survey works;
 - c) Conduct of land survey and demarcation;
 - d) Submission and scrutiny of survey reports;
 - e) Performance monitoring;
 - f) Renewal and termination of empanelment of Survey Firms.

2. Scope:

This SOP shall apply to all Survey Firms empanelled by the Land Revenue & Settlement Department, Government of Mizoram for undertaking:

- a) Survey of lands for House Sites, Agriculture lands, Government / Public Lands, Miscellaneous Lands for lease, etc;
- b) Area Survey and Survey Operations;
- c) Project Surveys;
- d) Topographical Surveys;
- e) Any other survey works entrusted by the Government.

3. Continuous Empanelment of Survey Firms:

- 3.1 Empanelment shall be a continuous process and shall not be restricted to periodic notices calling for Expression of Interest (Eoi).
- 3.2 Eligible Survey Firms may submit applications at any time to the Director, Land Revenue & Settlement Department for empanelment on payment of prescribed fee of ₹ 2000/-.
- 3.3 Application Forms shall be available from the Directorate of Land Revenue & Settlement.

- 3.4 Applications shall be scrutinized by a Technical Board constituted by the Department, comprising the Joint Director (Admin.) as chairman and consisting of Joint Director of Survey, Under Secretary, Deputy Director (Survey) and Assistant Director (Survey) as members.
- 3.5 Based on the recommendation of the Technical Board, applications of the firms who found to have fulfilled the prescribed eligibility criteria shall be forwarded to the Government for approval of the applications for empanelment.
- 3.6 Empanelment of a firm shall take effect only upon approval by the Government and issuance of the formal Empanelment Order by the Director.

4. Security Deposit:

- 4.1 Upon confirmation of empanelment, every Survey Firm shall deposit a Security Deposit of ₹ 50,000 (Rupees Fifty Thousand only) with the Department in the form of Performance Security.
- 4.2 The Security Deposit shall be retained by the Department during the period of currency of empanelment. It shall be refunded in full upon voluntary withdrawal from empanelment by the Survey Firm or upon expiry of the empanelment period in case of non-renewal of empanelment.
- 4.3 The Security Deposit may be forfeited, wholly or partly, in the event of any breach of the terms and conditions of empanelment, misconduct, negligence, non-performance, or any other default by the Survey Firm, as may be determined by the Government. The decision of the Government in this regard shall be final and binding.

5. Engagement of Surveyors:

- 5.1 A Survey Firm shall engage only qualified Surveyors possessing the requisite qualifications and competency prescribed by the Government.
- 5.2 Every empanelled Survey Firm shall engage and maintain a minimum of at least 2 (two) qualified Surveyors at all times during the period of empanelment.
- 5.3 The Survey Firm shall furnish, along with its application for empanelment, a complete list of the Surveyors engaged by it, along with their prescribed particulars. Any subsequent changes in the composition of Surveyors including appointment, replacement, or cessation of engagement, shall be promptly reported to the Director, and the updated list shall be furnished accordingly.

- 5.4 Every Surveyor engaged by an empanelled Survey Firm shall be issued an Identity Card by the Director. Only the Surveyors holding valid Government-issued Identity Cards shall be permitted to be deployed for conducting survey works under within the framework of empanelment.
- 5.5 The empanelled Survey Firm shall ensure that survey work is undertaken only by Surveyors duly registered and authorised by the Government and shall be responsible for their conduct and performance in the discharge of such works.

6. Mandatory Training:

- 6.1 The Owners of the empanelled Survey Firm shall undergo and successfully complete the mandatory orientation and technical training prescribed by the Department at the time of empanelment. Thereafter, the Survey Firm shall attend such refresher courses, training programmes, or capacity-building programmes as may be conducted by the Government from time to time.
- 6.2 Every Survey Firm shall ensure attendance at all mandatory training programmes and meetings conducted by the Department. In case the authorized representative is unable to attend, the Survey Firm shall depute a competent representative without fail.
- 6.3 Only the Survey Firms which completed the mandatory training shall be authorised to undertake Government survey works.
- 6.4 The empanelled Survey Firms shall become eligible to undertake survey works only after obtaining a Licence of Authority issued by the Director.
- 6.5 Every Survey Firm shall establish an in-house training system for imparting necessary trainings to its employees. Such in-house training shall be designed so as to cover all the relevant topics on surveying, including the relevant procedures of revenue administration of the Government. Every Surveyor engaged by the Survey Firm shall undergo such trainings, including refresher or skill-upgradation training conducted by the Firm, as may be necessary for the efficient and proper discharge of survey works.
- 6.6 Surveyors engaged by the Firms shall remain updated with Government-issued manuals, survey standards and technological requirements.

7. Assignment of Survey Works:

- 7.1 Survey works shall be allotted only by the Department.
- 7.2 Detailment shall be randomly generated through the Computerized Detailment Software System.

- 7.3 Allocation shall strictly follow the First-In-First-Out (FIFO) principle.
- 7.4 Detailment Orders shall be issued by the Director or concerned Assistant Commissioner (Revenue).
- 7.5 Survey Firms shall not enter into any arrangement with or undertake survey work on behalf of another Firm without prior knowledge and approval of the Department.
- 7.6 Once survey work has been allotted to a Survey Firm, the Survey Firm shall be responsible for completing the work in its entirety, including submission of the prescribed survey report. Non-completion or delays in completion of survey works on account of any change, replacement, or withdrawal of Surveyors shall not be permitted.
- 7.7 In the event of non-completion of any allotted survey work, the prescribed survey fee, as applicable, shall be recovered from the concerned Survey Firm, or may be forfeited from the Security Deposit, as determined by the Government.
- 7.8 Repeated instances of non-completion of allotted survey works shall render the Survey Firm liable to suspension or termination of empanelment in accordance with Clause 18.

8. Payment of Survey Fees:

- 8.1 Survey fees shall be charged strictly as per the rates notified by the Government from time to time. Survey Firms shall not demand or collect any additional amounts from the users in excess of the prescribed rates.
- 8.2 Any Firm found to be over-charging or demanding unauthorized fees shall be liable to appropriate disciplinary action, including issuance of Show Cause Notice, suspension or termination of empanelment in accordance with Clause 18, depending on the nature and severity of violation.
- 8.3 The applicant shall deposit the prescribed initial survey fee before commencement of survey.
- 8.4 Upon satisfactory completion of survey and Government approval, the remaining survey fees together with any additional approved charges shall be paid by the applicant.
- 8.5 Proof of payment of survey fees shall accompany the survey report.

9. Duties and responsibilities of Survey Firms:

Every empanelled Survey Firm shall -

- a) conduct surveys professionally, impartially and without undue delay;

- b) maintain courteous behaviour towards applicants and neighbouring landowners;
- c) provide necessary guidance regarding survey procedures;
- d) avoid any unlawful practices or unauthorised surveys;
- e) complete survey assignments within the prescribed period;
- f) undertake re-survey whenever directed by the Department without claiming additional survey fees;
- g) comply with all Government Acts, Rules, Notifications, Orders, Circulars and technical standards.

10. Survey Methodology:

10.1 Survey works shall be carried out using approved modern survey equipment including:

- a) GNSS Receiver;
- b) Total Station;
- c) Measuring Tape; and
- d) such other equipment approved by Government.

10.2 All GNSS survey works shall be carried out with reference to the CORS established by the Survey of India. Every empanelled Survey Firm shall be deemed to have subscribed to and shall use the CORS services as prescribed for the conduct of GNSS surveys.

- a) Where satellite visibility and GSM/Internet connectivity are adequate, the coordinates of boundary pillars shall be determined using the N-RTK (Network Real-Time Kinematic) method.
- b) Where the N-RTK method cannot be used due to obstruction caused by buildings, trees, terrain, or other physical features, a GNSS receiver equipped with laser technology may be used to observe the boundary pillar from a suitable and unobstructed position.
- c) Where the GNSS receiver is not equipped with laser technology, a suitable control point shall first be established at an appropriate and unobstructed location. The boundary pillar shall thereafter be surveyed using a Total Station from the established control point. The prism reflector shall be positioned precisely at the centre of the boundary pillar during the measurement.

10.3 Linear measurements between boundary pillars may be verified using measuring tape, if found required.

10.4 Survey Firms shall be fully responsible for any inaccuracies arising from defective survey methodology.

11. Participation of Parties during Survey:

11.1 All the adjacent landowners shall be notified to be present during field surveys.

11.2 If any of the neighbouring land owners are unable to attend the survey, he may nominate an authorised representative in writing.

11.3 The No Objection Certificate (NOC) shall be signed by -

- a) adjoining landowners or authorised representatives; and
- b) the Chairman of Local Council/President of Village Council.

11.4 In the event of any refusal to sign the NOC by the land-owners, the Surveyor shall record the same, together with the reasons.

12. Survey Reports:

12.1 Every Survey Firm shall submit the prescribed Survey Report to the Department within 30 (thirty) days from the date of conduct of the survey.

12.2 Failure to submit the Survey Report within the stipulated period, without prior approval of the Department or without valid justifications for the delay, shall constitute noncompliance with the terms and conditions of empanelment. In such cases, the Department may take appropriate action, including reduction in the number of survey works assigned, issuance of a Show Cause Notice, suspension or termination of empanelment in accordance with Clause 18, and/or withdrawal or withholding of future survey assignments, as may be deemed appropriate.

12.3 The Survey Report shall contain the following documents and particulars:

- a) Prescribed Application Form;
- b) Aadhaar Card (attested copy);
- c) Voter Identity Card (attested copy);
- d) Scheduled Tribe Certificate;
- e) Copy of Pass/LSC;
- f) Current Land Revenue Tax Receipt;
- g) Field Measurement Book (FMB);
- h) Site Plan;

- i) Land History;
- j) Group Photograph of survey team with applicant showing names and contact numbers;
- k) Photographs of all the boundary pillars;
- l) Digital Coordinates;
- m) Any other documents required by the Department.

13. Preparation of Survey Documents:

- 13.1 Site Plans shall conform to the format prescribed by the Department.
- 13.2 Existing Government-prescribed Field Measurement Book (FMB) format shall be used.
- 13.3 FMB shall contain complete field observations together with the history of the land.
- 13.4 Site Plan shall include a concise history of ownership.

14. Submission and Technical Scrutiny:

- 14.1 Survey Reports shall be submitted to the Director or the Assistant Commissioner (Revenue) concerned.
- 14.2 Reports shall thereafter be forwarded to:
 - a) Technical Section;
 - b) GIS Section for database integration;
 - c) Technical Checking Team wherever necessary.
- 14.3 Survey Firms shall attend verification proceedings whenever required.

15. Inspection and Quality Control:

- 15.1 Technical Officers shall conduct random and periodic field inspections.
- 15.2 Deficiencies detected shall be rectified by the Survey Firm without additional remuneration.
- 15.3 The above-stated random field inspections and technical deficiencies will be conducted and raised in line with the standards and practices laid down by the Government.
- 15.4 Survey works shall be considered completed only after:
 - a) Successful technical verification; and
 - b) Satisfaction of the Department.

16. Performance Monitoring:

16.1 Performance of every Survey Firm shall be reviewed quarterly.

16.2 Performance shall be graded as – Excellent/Good/Poor/Very Poor.

16.3 Evaluation shall consider the following parameters:

- a) quality of survey;
- b) adherence to timelines;
- c) technical accuracy;
- d) applicant feedback;
- e) compliance with Government instructions.

16.4 Where performance remains Poor or Very Poor for six consecutive months, further detailment may be suspended pending review by the Technical Board.

16.5 Performance grading may be displayed on the Department's website for public information.

17. Renewal of Empanelment:

17.1 Empanelment shall remain valid unless terminated.

17.2 Every empanelled Survey Firm shall, at the commencement of each financial year (within April), pay an Annual Renewal Fee of ₹ 5,000 (Rupees Five Thousand) or such other amount as may be prescribed by the Government from time to time. Failure to pay the Annual Renewal Fee within the prescribed period shall render the Survey Firm liable for suspension or termination of its empanelment in accordance with this SOP.

17.3 Renewal shall be subject to:

- a) payment of renewal fee;
- b) satisfactory performance;
- c) continued compliance with Government requirements.

18. Suspension and Termination:

18.1 The Government may suspend or terminate empanelment where a Survey Firm -

- a) repeatedly performs unsatisfactorily;
- b) violates Government Rules, Notifications or SOP;
- c) submits false or misleading reports;
- d) engages in malpractice or misconduct;

- e) fails to pay the Annual Renewal Fee;
- f) undertakes unauthorised survey work;
- g) commits any act considered prejudicial to Government interest.

18.2 Suspension of empanelment may be done at the first instance, with an order for improvements, or for rectification of the violation of any of the conditions by the Empanelled Firm.

18.3 Termination of the empanelment may be resorted to after the Firm fails to rectify the violations of the conditions after issue of the notice by the Department. Before termination of empanelment, the firm shall ordinarily be given a reasonable opportunity of being heard unless immediate action is warranted in the public interest.

18.4 Empanelment of a Firm may also be terminated if a request for termination is submitted by the Firm requesting voluntary withdrawal in writing to the Department.

19. Expenses Payable by Applicants for Survey works:

19.1 Unless otherwise notified by Government, the applicant shall bear -

- a) Survey Fees paid directly to the Government.
- b) Travel expenses of survey personnel calculated at the State Transport Authority's notified Maxi Cab rate, paid to the Survey Firm;
- c) Actual boarding and lodging expenses where applicable, paid to the Survey Firm;
- d) Cost of clearing vegetation or obstructions necessary for survey.

19.2 Where there are multiple applicants, such expenses shall be shared proportionately.

20. Miscellaneous:

20.1 The Survey Firms shall strictly comply with all Government Acts, Rules, Notifications, Manuals and technical standards issued from time to time.

20.2 The Government may issue additional operational instructions, manuals or technical specifications whenever required.

20.3 Any matter not specifically provided in this SOP shall be decided by the Land Revenue & Settlement Department, Government of Mizoram.
