



### 3. TOR for Survey Associate

<ul style="list-style-type: none"><li>● Take care of the instructions, work plans and government properties.</li></ul>
<ul style="list-style-type: none"><li>● Ensure safe keeping of aerial photographs, negatives, diapositives, photo-index maps, flight index, cadastral maps, field thrams, survey reports, etc.</li></ul>
<ul style="list-style-type: none"><li>● Report on the conditions of stations and benchmarks on the ground.</li></ul>
<ul style="list-style-type: none"><li>● Engage in collimation checking of clinometer.</li></ul>
<ul style="list-style-type: none"><li>● Carry out tertiary levelling to improve the height network.</li></ul>
<ul style="list-style-type: none"><li>● Prepare check list for instruments and stores.</li></ul>
<ul style="list-style-type: none"><li>● Carry out 1:25,000 and 1:50,000 scales topographic map field verifications.</li></ul>
<ul style="list-style-type: none"><li>● Carry out cadastral survey for (expropriation, Kasho, dispute, original).</li></ul>
<ul style="list-style-type: none"><li>● Guide map survey for important cities and towns, engineering survey for other agencies and organisations.</li></ul>
<ul style="list-style-type: none"><li>● Administrative boundary verifications for geog and dzongkhag.</li></ul>
<ul style="list-style-type: none"><li>● Collection of ownership data, calculation of parcel areas, preparation and authentication of ownership documents</li></ul>
<ul style="list-style-type: none"><li>● Engage in various office activities such as submission of field records, digitisation and updating of cadastral maps, computerisation of land records, plotting and printing of documents for field reference and fair drawing. Providing information to landowners as permissible.</li></ul>
<ul style="list-style-type: none"><li>● Give preliminary guidance to fresh surveyor recruits.</li></ul>
<ul style="list-style-type: none"><li>● Any other assignment.</li></ul>