

**INDENT FORM**  
(also see overleaf)  
**SURVEY OF PAKISTAN**

INDENTS IN DUPLICATE ARE NOT REQUIRED

**INDENT No.                      Dated:-                      20                      for “RESTRICTED MAPS”**

NOTE:- “RESTRICTED” Maps will be issued to officers in government Service and official in local administrative bodies when required by them for the execution of their official duties. Indents form can be obtained from and returned, duly completed in all respects, to Officer-in-Charge, Map Record and Issue office (OC MRIO), Directorate of Map Publication Survey of Pakistan, Rawalpindi. Indent Form can be downloaded from our website [www.survevofpakistan.gov.pk](http://www.survevofpakistan.gov.pk).

Description of Maps	Scale	Number of Copies Required	Instruction for Dispatch	Instruction for Payment (Strike out details which do not apply)
Full details, as Sheet No. etc. Should be given			<p><b>Specify:</b></p> <ol style="list-style-type: none"> <li>1. The name or designation and full address of the officer to whom these maps are to be given</li> <li>2. If they are to be sent by post or by passenger or by goods train.</li> </ol> <p>(Do not give abbreviations which only leads to mistake)</p>	<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. For rules governing Books Debit Transaction, see paras 110-111, Chap 6. Vol. I of the Civil Account Code.</li> <li>2. Payments may be made through Cash, Money Order and Transfer Receipt or by Crossed Cheque.</li> </ol> <p style="text-align: center;">Adjustment will be made by:- <b>BOOK DEBIT</b> (on advance acceptance of bills) <b>CASH PAYMENT</b> (in advance)</p>
			<p>It is certified that:-</p> <ol style="list-style-type: none"> <li>1. The maps indented on this form (O. 57 (a)) are required for official use in this Department.</li> <li>2. No map will be handed over to any unauthorized person.</li> <li>3. I will not export maps, their enlargements or reductions or traces, to any Foreign County by Air, Land and Sea Routes, without the express permission in writing from the Ministry of Defence, Government of Pakistan.</li> <li>4. I will take every possible precaution to prevent their being lost. I will immediately report the loss of any restricted map to the Surveyor General of Pakistan.</li> <li>5. Any authorized officer of Government of Pakistan can inspect without previous notice, the stock of restricted maps issued to semi Government Organizations.</li> <li>6. I undertake to return all the sheets of the maps in question to the Survey of Pakistan or their authorized representative when these are no longer required by me officially, or at any time when demanded by them. These maps are required for the period ..... Months.</li> </ol>	

*Approval of MI Dte, GHQ in respects of  
Commercial under-taking /  
Educational Institutions*

*Signature of Countersigning Authority  
(See Para 1, Page 2 Overleaf)*

*Signature of Indenting Office*

1. LIST OF CIVIL GOVERNMENT OFFICERS AUTHORIZED IN PERSON TO COUNTERSIGN INDENTS FOR "RESTRICTED" MAPS WHEN REQUIRED BY OFFICERS IN GOVERNMENT SERVICE AND BY OFFICIAL OF LOCAL ADMINISTRATOR BODIES FOR THE EXECUTION OF THEIR OFFICIAL DUTIES.

a. IN THE FEDERAL GOVERNMENT

- (1) Secretaries, Joint Secretaries and Deputy Secretaries.
- (2) Heads of Departments and Deputy Heads of departments.
- (3) Chairman and Heads of Departments of Autonomous Bodies.

b. IN THE PROVINCES

- (1) Secretaries and Deputy Secretaries of the Provincial Governments.
- (2) Heads of Departments.
- (3) Commissioners/Deputy Commissioners/District Co-ordination Officers/Political Agents.
- (4) Chairman and Heads of Departments of Autonomous Bodies.

c. AZAD KASHMIR

An officer of the states Frontier Regions Division, not below the rank of the Deputy Secretary.

- d. Where the demand is a very urgent nature, any of the authorities mentioned in this paragraph may personally order the maps required by fax/e-mail provided an indent, properly countersigned, is forwarded immediately thereafter.

2. MILITARY FORMATIONS & UNITS

Army Units/Personnel should obtain Classified Maps for official use, from their respective Army Recourses.

3. COMMERCIAL UNDERTAKINGS & EDUCATIONAL INSTITUTIONS

The Restricted maps may be issued, but such demands, in addition to being countersigned by one of the authorities mentioned in Para 1 above, must also receive the approval of Military Intelligence Directorate, General Headquarters, Rawalpindi. The indent must be accompanied by an application giving the details of the project and the purpose for which the map are required which should be routed through the sponsoring Ministry/Departments who will satisfied themselves of the genuineness of the demand and give their explicit recommendations. The Security Clearance Certificates & name of the Security cleared Senior Officer to be personally responsible for the safe custody of maps with his three specimen signatures who initiate the indents, duly verified by countersigning authority should also be sent to Military Intelligence Directorate, General Headquarters, Rawalpindi for record and future authentication, through Survey of Pakistan. The following certificates must also be rendered by the indenting officer.

I .....(name), agree that the sale to me by Officer-in-Charge, Map Record & Issue Office (O.C MRIO), Directorate of Map Publication, Survey of Pakistan, Rawalpindi of the RESTRICTED map sheets mentioned on Page 1 (overleaf) is subject to the following conditions which I hereby undertake to observe:-

- a. The map sheets shall be treated me as highly confidential and I shall take utmost precautions to preserve them and shall keep them in my safe custody under lock and key and shall not allow any unauthorized person to have access to them.
- b. No sheets will be reproduced in part, or in whole either by photography/Photostat/scanning or by any other means.
- c. I undertake to return all the sheets of the maps in question to the Survey of Pakistan or their authorized representative when these are no longer required by me officially, or at any time when demanded by them. The maps are required for the period ..... months.
- d. I will immediately report the loss of any of the sheets to the Surveyor General of Pakistan.
- e. I will not export the maps, their enlargements or reduction or traces to any foreign country by air, land and sea routes and/or through fax/e-mails without the express permission, in writing, from the Ministry of Defence, Government of Pakistan.
- f. I am fully aware that in case of deliberate leakage or loss of the sheets of the maps in question. I shall be liable for action by Government under Official Secrets act, 1923.

Place:.....

Signature:.....

Date:.....

Address:.....

*NOTE:- Information regarding Survey of Pakistan maps i.e. their classification, cost, availability, charges of map mounting on cloth in different styles etc. can be obtained from Officer-in-Charge Map Record & Issue Office, Survey of Pakistan, Rawalpindi. Ph No. 051-9290222-225 (Ext 222) Fax +92-51-9290229 & 205. E-Mail: [mrio@surveyofpakistan.gov.pk](mailto:mrio@surveyofpakistan.gov.pk).*