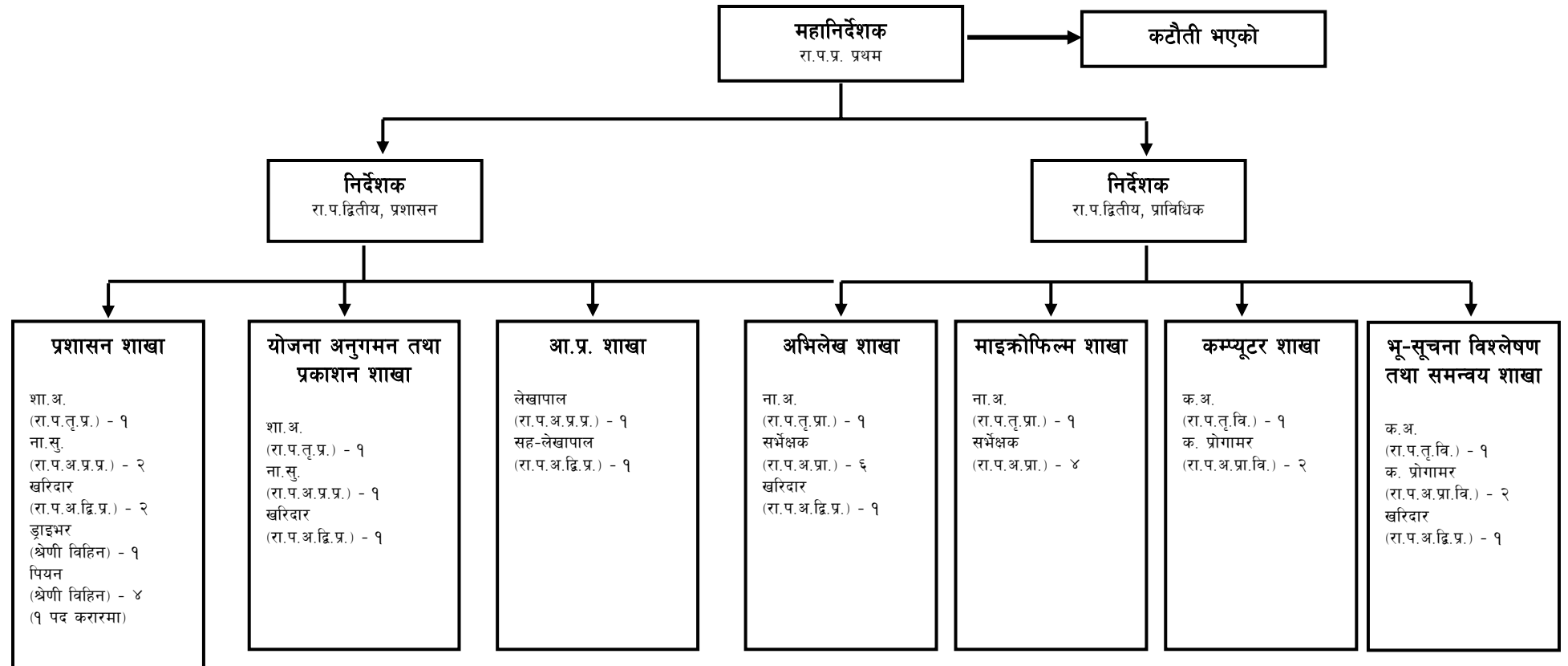


## Organizational Structure

As approved by the cabinet decision on 2057/ 3/ 26 the organizational span of DoLIA is centrally limited with minimum number of manpower provision. The approve organization chart is as follows:

### भूमि सुधार तथा व्यवस्था मन्त्रालय भू-सूचना तथा अभिलेख विभाग संगठन तालिका



## Manpower index

सि.नं.	जनशक्ति	साविक	हाल सम्म	कैफियत	
१	महानिर्देशक	रा.प.प्र.प्र.	१	-	कटोती भएको
२	निर्देशक	रा.प.द्वि.प्र.	१	१	
३	निर्देशक	रा.प.द्वि.प्रा.	१	१	
४	शाखा अधिकृत	रा.प.तृ.प्र.	२	२	
५	नापी अधिकृत	रा.प.तृ.प्रा.	२	२	
६	कम्प्युटर अधिकृत	रा.प.तृ.प्रा.	२	२	
७	नायव सुब्बा	रा.प.अनं.प्र.	५	३	दुइ पद स्वच्छक अवकासबाट रिक्त
८	लेखापाल	रा.प.अनं.प्र.	१	१	
९	सर्भेक्षक	रा.प.अनं.प्र.प्रा.	१०	१०	
१०	खरिदार	रा.प.अनं.द्वि.	५	५	
११	सह-लेखापाल	रा.प.अनं.द्वि.	१	१	
१२	कम्प्युटर अपरेटर	रा.प.अनं.प्र.प्रा.	४	४	
१३	डाइभर	श्रेणी विहीन	१	१	
१४	पियन	श्रेणी विहीन	४	४	१ पद करार सेवामा
			४०	३७	

## Functional Division

DoLla is one of the smallest department in term of organization expansion and manpower. Its functional division has classified as under;

- **Personnel section;** this section is under the supervision of a director (admin). Maintaining day today regular administrative function, facility management and internal safety and security are its major responsibilities.
- **Planning monitoring and publication section;** Under the supervision and control of admin director this section formulates yearly plans and programs, periodic plans, organize internal discussion programs and participate in the ministerial and national planning commission level budget discussion sessions. This section monitors on going plans and programs and prepares progress reports.
- **Financial administration section or account section;** This section is responsible to handle the financial transactions like income and expenditure and regularized the total budgetary function of the department.
- **Computer section;** Under the supervision of technical director this section develops appropriate software and hardware, computerized attribute and spatial data, supervise and monitor programs implemented and solves technical problems and assist to implement the system.
- **Central archive section;** This section is responsible to collect and store nation wide parcel and spatial data in any appropriate shape and formats and manage central archive system.
- **Microfilm section;** this section maintains data in microfilm and CD-ROM and provides information as requested by the concern authority.