

NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
AMRAVATI ROAD, NAGPUR- 440 010

F.No. 21-42/11-Admn./3972/17

Date : 1st June, 2013

CIRCULAR

Attention is invited towards circular F.No.21-42/10-Admn./21839/20 dated 5th February, 2013, in which steps were suggested to take care of while applying for leave kind due etc. It has been observed that some officers/officials are absenting themselves without prior sanction of leave. Whenever, it was mentioned in the above circular that application should reach to the concerned administration section within 15 days in advance. But officers/officials of the HQrs and Regional Centres are not complying these instructions in proper letter and spirit.

It is reiterated that all officers/officials should not leave the HQrs without proper sanctioned of leave, failing which that period will be treated as willful absence and disciplinary action under CCS (Conduct) Rules shall be initiated against the employee concerned.

All the Head of Division/Centre/Section Incharges are requested to please bring the contents of this circular to the notice of all staff working under their control.

This issues with the approval of the Director, NBSS&LUP, Nagpur

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1/6/13
Administrative Officer