

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

F.No. 21-42/11-Admn./ 3990/17

Date : 1<sup>st</sup> June, 2013

**CIRCULAR**

It has been observed that some employees of this Bureau are proceeding on tour without prior sanction of the tour programme and even they are not informing the HQrs about their journey. Competent Authority has taken a very serious view on this issue.

Now, it has been decided by the Competent Authority that all the employee who are deputed on tour may apply 15 days in advance from the date of their tour programme. The employees should not leave the HQrs without prior sanction of tour programme in any circumstances.

Further, tour programme through FAX/E-mail will not be entertained until and unless urgency is involved.

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

*Blau*  
11/6/13  
Administrative Officer