

**NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING**  
**AMRAVATI ROAD, NAGPUR- 440 033**

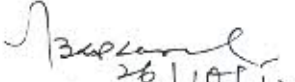
F.No. 21-70/13-Admn./ 14338/11

Date : 26<sup>th</sup> October, 2013

**CIRCULAR**

It is brought to the notice of all concerned that Guest House is an important, prestigious and sensitive infrastructure of the organization. It is also important to maintain the Guest House properly. The Bureau is responsible to provide an accommodation to the visitors to their satisfaction. In order to provide the reasonable services of the facilities to the visitors, it has been decided that the following steps may be taken:-

1. Application for accommodation should be filled up in the prescribed format
2. Accommodation shall be booked in the name of visitors
3. A Xerox copy of the Identity card or any authorized documents like PAN card, voter I-card, Driving License, Passport may be obtained from the concerned visitors and kept in the record. Without proper ID, accommodation shall not be provided. In case of ICAR employees, the condition of ID can be relaxed in deserving cases.
4. Records of the visitors may be maintained properly.
5. Room rent shall be charged from the visitors and proper receipt will be issued in the name of concerned visitors only.
6. Feedback Form may also be kept in the rooms for reporting.
7. Good quality food, refreshment etc. may be provided to the visitors Guests on reasonable rates and this should be monitored.
8. All rooms and Guest House premises should be neat and clear and hygienic.
9. No room shall be allotted without the approval of the Incharge, Guest House or an senior officer authorized by the Competent Authority.
10. Suits will be allotted by the Director or any senior officers authorized by the Director.
11. No visitors shall leave the Guest House without the payment of room rent.
12. Room rent will be charged as fixed by the ICAR.

  
26/10/13  
(B.D. Phansal)

Chief Admn. Officer

**Distribution**

1. The Head, Regional Centre, NBSS&LUP, Bangalore, Kolkata, Jorhat, Udaipur
2. The Senior Finance & Accounts Officer, NBSS&LUP, Nagpur
3. The Incharge, Guest House, Bajaj Nagar, NBSS&LUP, Nagpur
4. The Asstt. Admn. Officer, Regional Centre, NBSS&LUP, Bangalore, Kolkata, Jorhat, Udaipur
5. Notice Board of Guest House
- ✓ 6. Incharge, ARIS Cell, NBSS&LUP, Nagpur for upload the same on the Institute web-site.