

178

NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING (ICAR)

AMRAVATI ROAD : NAGPUR-440 033

Phone: (0712) 2500545,2500664,2500226; Telefax: 91-0712-2500534 ; Telegram: SOILANDBRU

Email: Director@nbsslup.ernet.in

F.No. Leave/Admn-2014/16937/25

Dated: 19th Sept., 2014

CIRCULAR

Attention is invited to this Office Circular No.Leave/Admn-2012/19059/26 dated 27.12.2012 wherein it was brought to the notice of all the staff members to submit the Departure Report before proceeding on earned leave and to submit Joining Report after availing the leave. However, of late, it is observed that the same is not being followed.

Therefore, it is once again requested that Departure Report may please be submitted before proceeding on earned leave and Joining Report after availing the leave.

All the Heads/In-charge(s) are requested to bring the contents of this Circular to the notice of all concerned working under their control.


Asstt. Administrative Officer

Distribution:

1. The Head, Regional Centres, NBSS&LUP, Bangalore/Delhi/Kolkata/Jorhat/Udaipur.
2. The Head, Division of SRS / LUP / RSA, NBSS&LUP, HQrs., Nagpur.
3. The Incharge, PME Cell / S&P Unit /Library, NBSS&LUP, Nagpur.
4. The Chief Administrative Officer, NBSS&LUP, HQrs., Nagpur.
5. The Senior Finance & Accounts Officer, NBSS&LUP, HQrs., Nagpur.
6. The Administrative Officer (Stores), NBSS&LUP, HQrs., Nagpur.
7. The Drawing & Disbursement Officer, NBSS&LUP, HQrs., Nagpur.
8. The AAO / AAO (Pension), NBSS&LUP, HQrs., Nagpur.
9. The PS to Director, NBSS&LUP, HQrs., Nagpur for information.
10. The Stores Section / Hindi Section/Vehicle Section, NBSS&LUP, HQrs., Nagpur.
11. Notice Board, New Building / Old Building, NBSS&LUP, HQrs., Nagpur.
12. Copy for uploading the circular on the website of the Bureau.