

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

No. 11054/19

Dated: 22nd September 2014

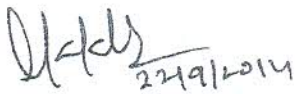
CIRCULAR

It is observed that, of late, the officers and staff of the Bureau are proceeding on tour without the prior approval/sanction of their tour programme by the Competent Authority, and this is against the supplementary Rules. This has been viewed very seriously by the Competent Authority.

If any officers/officials proceeds on tour without prior approval, the tour programme will not be sanctioned. The absence period will be treated as willful absence. Accordingly, action will be taken as deemed fit under CCS (conduct) Rules.

Further, all Heads and Incharges are responsible for the absence of staff working under their respective Divisions/Sections.

Therefore, all Heads and Incharges are request to please bring the contents of this circular to the notice of all employees working under their control.


22/9/2014
Asstt. Administrative Officer

Distribution:

1. The Head, NBSS&LUP, Regional Centre, Bangalore/Delhi/Kolkata/Jorhat/ Udaipur for information & necessary action.
2. The Head, Division of LUP/SRS/RSA, NBSS&LUP, HQrs. Nagpur for information & necessary action.
3. The Incharge, PME Cell/L&D Unit/S&P Unit, NBSS&LUP, HQrs. Nagpur for information & necessary action.
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5. The Sr. Finance & Accounts Officer, NBSS&LUP, HQrs. Nagpur.
6. The Administrative Officer, NBSS&LUP, HQrs. Nagpur.
7. The Drawing & Disbursing Officer, NBSS&LUP, HQrs. Nagpur.
8. The Incharge, Vehicle Section, NBSS&LUP, HQrs. Nagpur.
9. The Hindi Cell, NBSS&LUP, HQrs. Nagpur.
10. PS to Director for information.