

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

No.16-124/2014-15/ 14491/17

Dated: 10th November 2014

CIRCULAR

It is observed that some officers of the Bureau are engaging unknown persons for day to day work of their respective sections without following the regular procedure of any requisition from the concerned section and approval of Competent Authority.

Sitting of an unknown person in the section without proper approval/sanction is not in the interest of the office. Such practice is not conducive for the working atmosphere in the office. This has been viewed seriously by the Competent Authority. Hence, this practice should be stopped forthwith. Further, it has also been decided that persons engaged without the prior approval of the Competent Authority and order of the Bureau may be discontinued with immediate effect.

This issued with the approval of Director.

B. S. S. S.
10/11/14
Administrative Officer

Distribution:

1. All Heads, of Regional Centre, NBSS&LUP, Bangalore/Kolkata/Delhi/Udaipur/Jorhat.
2. The Head, Division of LUP/ SRS/RSA, NBSS&LUP, HQrs. Nagpur.
3. The Incharge, PME Cell/ARIS Cell, NBSS&LUP, HQrs. Nagpur.
4. The Chief Administrative Officer, NBSS&LUP, HQrs. Nagpur.
5. The Sr. Finance & Accounts Officer, NBSS&LUP, HQrs. Nagpur.
6. The Administrative Officer, NBSS&LUP, HQrs. Nagpur.
7. The Asstt. Administrative Officer, NBSS&LUP, HQrs. Nagpur.
8. The Drawing & Disbursing Officer, NBSS&LUP, HQrs. Nagpur.
9. Notice Board, HQrs. Nagpur.
10. Copy on website.