



ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
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CIRCULAR

With reference to IASRI Letter no. ICAR-ERP/IASRI/11 dated 2nd September 2016 regarding implementation of Uniform Leave System in ICAR, it is brought to the notice of all that henceforth all kind of leave must be entered through the ERP Leave Module and the Concerned Reporting Officer are requested to dully take action for granting / non-grant of the leave in the ERP Module. This is being done so as to linkup the pay bill generation with the leaves action by the staff and subsequent action by the reporting officer is available in http://www.iasri.res.in/misfms/TrainingManual/TM_SelfServiceHRMS.pdf (page 20-36).

This is for compliance and necessary action by all the concerned with immediate effect and is issued with approval of Competent Authority.


(A. A. GOSWAMI)
ADMINISTRATIVE OFFICER

Distribution for information and necessary action to :

1. The Head, Division of Soil Resource Studies / Land Use Planning / Remote & Application.
2. The Head, Regional Centre, New Delhi/Jorhat/Udaipur/Kolkata/Banglore
3. The Chief Administrative Officer/ Asstt. Administrative Officer/Administrative Officer, NBSS&LUP, Nagpur
4. The Senior Finance & Accounts Officer NBSS&LUP, Nagpur.
5. Incharge of PME Cell / ARIS / Library & Documentation Unit/ Sales & Publication Unit , Administrative Section /Central Stores /Hindi Cell /DDO HQrs, Nagpur.
6. PS to Director, Nagpur
7. Dr. A.P. Nagar, ACTO & Nodal Officer, NBSS&LUP, Nagpur for information & necessary action for the above.
8. Bureau's website/Notice Board