

ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING  
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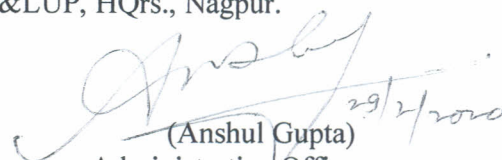
F.No. 12-151/09-Admn./ 14988/6

Dated: 29.02.2020

**OFFICE ORDER**

In view of the revenue loss faced due to last moment cancellation of rooms, the Competent Authority has decided that the **Non-ICAR bodies** shall have to pay an advance of one-day immediately after receiving confirmation of rooms from Incharge/Caretaker of the Guesthouse. In case the advance is not received 48 hours prior to the check-in time, the requisition shall automatically be treated as cancelled. The confirmation of only a maximum of three rooms shall be given to Non-ICAR entities, and more if needed shall be allotted subject to availability.

This is issued with the approval of Director, ICAR-NBSS&LUP, HQrs., Nagpur.

  
(Anshul Gupta)  
Administrative Officer

**Copy to:**

1. The Director, ICAR-Central Citrus Research Institute, Nagpur for information.
2. The Director, ICAR-Central Institute for Cotton Research, Nagpur for information.
3. The Chief Administrative Officer, ICAR-NBSS&LUP, Nagpur for information.
4. The I/c Guesthouse, ICAR-NBSS&LUP, Nagpur for necessary action.
5. The Careaker Guesthouse, ICAR-NBSS&LUP, Nagpur for necessary action.
6. PA to Director, ICAR-NBSS&LUP, Nagpur for information.
7. Notice Board.

✓ 8. ARIS Cell, ICAR-NBSS & LUP, Nagpur for uploading on Institute Website.