

**ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
AMRAVATI ROAD, NAGPUR-440033**

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F.No.21-79/18-Adm./15673/20

Dated: 23.03.2020

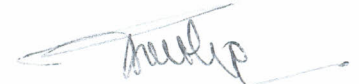
OFFICE ORDER

In pursuance to ICAR-NBSS&LUP Circular F.No. 21-79/18-Adm/15615 dated 21.03.2020 regarding public health response to Novel Coronavirus (COVID-19) outbreak, it has been decided by the Competent Authority that the Office shall function at skeletal level to ensure only the rendering of essential services till 31.03.2020 or until further orders as issued by Central/ State Government. The essential services in this regard shall include research, administration, accounts, security, cleaning and sweeping, water supply, electrical maintenance etc. and they shall be maintained with minimum possible manpower.

In this regard, as per instructions given in DoP&T's O.M.11013/9/2014-Estt-(A-III), dated 22.03.2020 (*issued in suppression of DoPT's OM dated 19-03-2020 and 20-03-2020 which were endorsed by ICAR for compliance*), all the HoDs / Unit-in-Charges / Sections Officers are authorised to draw up a roster of staff (all officers and employees including consultants / contract and outsourced employee) who are required to come to office to render essential services in their respective units / divisions / sections. They alone may be asked to attend office from 23rd March, 2020 until 31st March, 2020 or until further orders as issued by Central/ State Government.

Further all the staff members (other than who are coming to office to attend the duties of essential service as per roster prepared by concerned controlling officer) are required to stay back at their residences and they are required to be available at Hqrs. and those are remaining at residence must be available through mobile/ email/ WhatsApp / other electronic media, etc and are liable to attend the office in view of urgency, if any, as decided by the competent authority.

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



(Sanjay Bokolia)
Chief Administrative Officer

Distribution:

1. The Head Regional Centre of Bangalore/Delhi/Jorhat/Kolkata/Udaipur, for strict compliance.
2. The Head Division of SRS/LUP/RSA, NBSS&LUP, Nagpur.
3. The Incharge, PME Cell/L&D Unit/ Hindi Cell, NBSS&LUP, Nagpur
4. The Chief Administrative Officer, NBSS&LUP, Nagpur.
5. The Senior Finance & Accounts Officer, NBSS&LUP, Nagpur.
6. The Administrative Officer, NBSS&LUP, Nagpur.
7. The DDO/AAO(Purchase)/AAO(Audit), NBSS&LUP, Nagpur.
8. Secretary (Staff side), IJSC, NBSS&LUP, HQrs., Nagpur.
- ✓ 9. I/c ARIS Cell, NBSS&LUP, HQrs., Nagpur for uploading on Institute Website.
10. P.A. To Director, NBSS&LUP, Nagpur.
11. Notice Board, NBSS&LUP, Nagpur .