

**ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING  
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Date: 19.04.2020

**OFFICE ORDER**

In order to contain the spread of Novel Corona Virus (COVID-19), Ministry of Home Affairs, Govt. of India has issued consolidated guidelines vide order No. 40-3/2020-DM-I(A), date 15.04.2020, and instructed that, lockdown will continue to remain in force up to 03.05.2020. As in para 18 (ii) of the said order, offices of Govt. of India, Autonomous/Subordinate offices will remain open w.e.f 20.04.2020, and will function with 100% attendance of Deputy Secretary and levels above that, and remaining officers & staff to attend up to 33% as per requirement.


In view of above, the Director of the Institute has taken the following decisions:-

1. All Scientists at the level Sr. Scientist and above, and Chief Technical Officers will attend office regularly w.e.f. 20.04.2020
2. Heads of Divisions/Sections/Regional Centres will prepare the roster for attendance of their remaining staff up to 33% of the strength, and will implement accordingly in their divisions/sections/Centres until further orders under intimation to the Director and Head of Office.
3. Social distancing must be maintained, such that those officials who sit in the rooms with more than one employee should maintain a distance of atleast one metre.
4. Those officials who have been using public transport or whose residences are in the hotspot/Red/containment zone as delineated by the respective State Government/District Authorities shall give an undertaking to their reporting officers that they shall be working from home.
5. Besides above instructions, *Heads of Regional Centres/Divisions/Sections are advised to follow the instruction/guidelines as issued from time to time by the Govt. of India/State Government/District Administration where the offices are located.*

All officials not attending the office are required to be available through mobile, email, whatsapp, other electronic media, etc. and are liable to attend office in view of urgency, if any, as decided by the Competent Authority. However, essential services like electricity, water, security, housekeeping, cleaning-sweeping, etc shall continue on uninterrupted with minimum possible skeletal manpower. The bill and accounts sections dealing with payments shall remain open with bare minimum staff.

All the officers/staff are also advised to use sanitizer periodically and to wear face mask which is compulsory in all public places and also while working in their sections.

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

  
(Sanjay Bokolia) 19/4/20  
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 Under Secretary (NRM), KAB-II, Pusa, New Delhi, for kind information.
5. The I/c 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. I/c ARIS Cell, NBSS&LUP, HQrs., Nagpur for uploading on Institute Website.
9. P.A. To Director, NBSS&LUP, Nagpur.
10. Secretary(Staff side), IJSC, NBSS&LUP, Nagpur.