

ICAR-NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING
AMRAVATI ROAD, NAGPUR-440 033

F.No.20-01/Misc./Admn./ 752/18

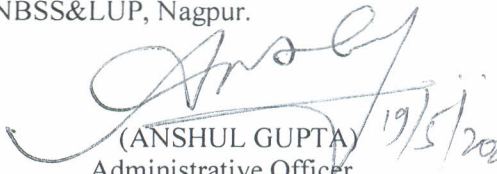
Dated: 19.05.2020

OFFICE ORDER

In supersession to Office Order No.20-01/Misc./Admn./726 dated 18.05.2020 and in pursuance of DoPT O.M. F.No.11013/9/2014-Estt.A.III dated 18th May, 2020, the following decisions have been taken by the Competent Authority.

1. The officers of Level-12 and above (Senior Scientists and Principal Scientists and all Chief Technical Officers) shall attend office on all working days and those below Level-12 of 7th Pay Matrix shall have to attend office on 50% of the working days.
2. Those officers/staff who are not required to attend office on a particular day shall work from home and should be available on telephone and electronic means of communications at all times. They even may have to attend office in case of urgency, if asked by their reporting/reviewing authorities.
3. Those officials whose residences are in the containment zones as defined by District Authorities shall be working from home on all days.
4. Staff involved in maintaining Essential services shall attend office on all days.
5. Heads of Regional Centres/Divisions/Sections may prepare a new Roster as per guidelines stated in the aforesaid DoPT O.M. dated 18.05.2020 to the Director with a copy to the Nodal Officer of attendance records, Dr. A.P. Nagar, CTO.
6. The Heads may also define the shift (out of the three mentioned in said DoPT O.M.) in which the staff shall be working in the Roster.
7. The Office Circular F.No. 20-01/Misc./Admn./233 dated 24.04.2020 shall continue to be in effect till further orders.
8. The Directives for COVID 19 management which are relevant to work places mentioned in the Annexure of aforesaid DoPT O.M. may be ensured by the Heads in their Regional Centres/Divisions/Sections.

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


(ANSHUL GUPTA)
Administrative Officer

Distribution:

1. The Head, Regional Centre, ICAR-NBSS&LUP, Delhi/Udaipur/Kolkata/Bangalore & Jorhat for information and necessary action.
2. The Head, Division of SRS / LUP / RSA, ICAR-NBSS&LUP, HQrs., Nagpur.
3. The Incharge, PME Cell / Library / Hindi Section, ICAR-NBSS&LUP, Nagpur.
4. The Chief Administrative Officer, ICAR-NBSS&LUP, HQrs., Nagpur.
5. The I/c Senior Finance & Accounts Officer, ICAR-NBSS&LUP, HQrs., Nagpur.
6. The Administrative Officer, ICAR-NBSS&LUP, HQrs., Nagpur.
7. The DDO/AAO (Purchase)/AAO (Audit), NBSS&LUP, Nagpur.
8. The I/c, ARIS Cell, ICAR-NBSS&LUP, HQrs., Nagpur for uploading on Institute Website.
9. Dr. A.P. Nagar, Chief Technical Officer and Nodal Officer of Attendance Records for necessary action.
10. The PA to Acting Director, NBSS&LUP, HQrs., Nagpur.