

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

F.No.20-01/Admn./COVID-19/ 3213/5

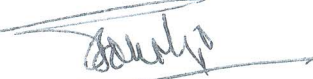
Dated: 01.09.2020

**OFFICE ORDER**

In continuation to this Office Order No.20-01/Misc./Admn./1099/15 dated 03.06.2020 and in pursuance of NMC, Nagpur letter F.No.MC/40/2020 dated 18.07.2020 to this office and in pursuance of order No. DMU/2020/CR.92/DisM-1 dated 31.08.2020 received from Chief Secretary, Govt. of Maharashtra, Department of Revenue and Forest, Disaster, Management, Relief and Rehabilitation, Mantralaya, Mumbai, the following decisions have been taken by the Competent Authority.

1. **All Scientists, Technical personnel (T-4 and above), Administrative (Assistant, PA and above)** will attend office regularly w.e.f. 02.09.2020
2. Heads of Division/Sections will **prepare the roster for attendance of their remaining staff to attend the office upto 50% of the strength**, and will implement accordingly in their divisions/sections until further orders under intimation to the Director and Head of Office
3. Those officers/staff who are not required to attend office on a particular day shall work from home through e-Office 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.
4. Those officials whose residences are in the containment zones as defined by District Authorities shall be working from home on all days.
5. Staff involved in maintaining Essential services shall attend office on all days.
6. Heads of Divisions/Sections may prepare a new Roster as per guidelines stated in the aforesaid DoPT O.M. dated 18.05.2020 / order dated 31.08.2020 of Chief Secretary, Govt. of Maharashtra to the Director with a copy to the Nodal Officer of attendance records, Dr. A.P. Nagar, CTO.
7. The Directives for COVID-19 management which are relevant to work places (such as social distancing, wearing of masks, use of sanitizer etc.) may be ensured by the Vigilance Officer of the Bureau.

This order is issued with the approval of the Acting Director, ICAR-NBSS&LUP, Nagpur and comes into effect from 02.09.2020 until further orders or any guidelines issued by DM/NMC, Nagpur in this regard.

  
(Sanjay Bokolia)  
Chief Admn. Officer

**Distribution:**

1. The Head, Division of SRS / LUP / RSA, ICAR-NBSS&LUP, Nagpur.
2. The Incharge, PME Cell / Library / Hindi Section, ICAR-NBSS&LUP, Nagpur.
3. Dr. M.S.S. Nagaraju, Vigilance Officer, ICAR-NBSS&LUP, Nagpur
4. The Chief Administrative Officer, ICAR-NBSS&LUP, Nagpur.
5. The Finance & Accounts Officer, ICAR-NBSS&LUP, Nagpur.
6. The Administrative Officer, ICAR-NBSS&LUP, Nagpur.
7. The DDO, ICAR-NBSS&LUP, Nagpur.
8. AAO (Purchase), ICAR-NBSS&LUP, Nagpur.
9. The I/c, ARIS Cell, ICAR-NBSS&LUP, Nagpur for uploading on Institute Website.
10. Dr. A.P. Nagar, Chief Technical Officer & Nodal Officer of Attendance Records for necessary action.
11. The PA to Acting Director, ICAR-NBSS&LUP, Nagpur.