

**NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING  
AMRAVATI ROAD, NAGPUR- 440 010**

**F.No. 21-42/11-Admn./**

**Date : 4<sup>th</sup> July, 2011**

**CIRCULAR**

Considering the recent price rise of POL, it has been decided by the Competent Authority that the use of vehicle shall be restricted to the bare minimum. In this regard, the following measures should invariably be observed by all Heads of Divisions and Section Incharges with immediate effect :-

1. It should be ensured that institute vehicle are used for the bonafide purpose of this Bureau.
2. 3-4 requisitions should be clubbed in one trip of vehicle as far as possible.
3. For the visit under out-sourced project/external project, hired vehicle should be used.
  - D) In no way, institute vehicle shall be allotted to visit outside city for the work related to out-sourced project.
  - II) Exception will be allowed only in unavoidable cases by the Competent Authority.
  - III) In case of local visit within municipal city limit, office vehicle can be allotted by the Competent Authority, but the expenditure shall be booked under the concerned out-sourced project.
  - IV) Incharge vehicle shall maintain the proper record and book the amount in the concerned outsourced project.
4. All vehicle requisitions should be countersigned by the respective Heads/Incharges
5. All the Head of Divisions/Section Incharges of the HQ and Regional Centre would be expected to keep an account of the above mentioned measures at their respective Division/Section/Regional Centres.

In view of the above, it is emphasized that institute vehicle should be used judiciously. All measures will be followed scrupulously in order to avoid the financial burden on Non Plan of this Bureau.

(B.D. Phansal)  
Chief Admn. Officer

**Copy to :**

1. The Head, Division of SRS / RSA / LUP, NBSS&LUP, Nagpur
2. The Head, Regional Centre, NBSS&LUP, Bangalore, Kolkata, New Delhi, Jorhat Udaipur
3. The Incharge, RCM Unit / GIS Section / Cartography Section / L&D Unit / S&P Unit, NBSS&LUP, Nagpur / The Incharge, Printing Section, NBSS&LUP, New Delhi
4. The Chief Administrative Officer, NBSS&LUP, Nagpur
5. The Senior Finance & Accounts Officer, NBSS&LUP, Nagpur
6. The Incharge, ARIS Cell, NBSS&LUP, Nagpur for uploading the above circular in the web-site of this Bureau.
7. The Under Secretary (NRM), ICAR, Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110 012
8. The Administrative Officer, NBSS&LUP, Nagpur
9. The Drawing & Disbursing Officer, NBSS&LUP, Nagpur
10. PS to Director for information