

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

F.No.21-22/Admn./COVID-19/7534/10

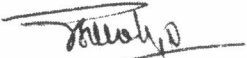
Dated: 12th March, 2021

OFFICE ORDER

In pursuance of NMC, Nagpur order dated 11.03.2021 received from the Commissioner, NMC, Nagpur, regarding public health response to Novel Coronavirus (COVID-19) outbreak. It has been decided by the Competent Authority that the NBSS&LUP, Nagpur shall function at skeletal level to ensure only the rendering of essential services till 21.03.2021 or until further orders.

1. Only 25% staff of ICAR-NBSS&LUP, HQrs., Nagpur is required to attend office on any particular working day.
2. Staff involved in maintaining Essential services of Division / Section shall attend office on all days and intimated their name to the Director/ Head of office
3. Heads of Division/Sections will **prepare the roster for attendance of their remaining staff to attend the office upto 25% of the strength**, and will implement accordingly in their Divisions/Sections until further orders under intimation to the Director and Head of Office
4. 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.
5. Those officials whose residences are in the containment zones as defined by District Authorities shall be working from home on all days.
6. 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 Heads in their Divisions/Sections.

This order is issued with the approval of the Director, ICAR-NBSS&LUP, Nagpur and comes into effect from 15.03.2021.


(Sanjay Bokolia)
Chief Admn. Officer

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