

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

F.No.21-22/Admn./COVID-19/ 5861/10

Dated: 5<sup>th</sup> January 2022

**OFFICE ORDER**

In pursuance to endorsement the council F.No 21-6/2021-CDN dated 04.01.2022 regarding guidelines to preventive measures to contain the spread of Novel coronavirus (COVID-19) , The Competent Authority of this Bureau has been decided as under with immediate effect till 31<sup>st</sup> January, 2022 –

1. Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments/Head concerned.
2. All officers of the level of Under Secretary & above are to attend office on regular basis.
3. Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
4. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
  - (a) 9.00 A.M. to 5.30. P.M.
  - (b) 10.00 A.M. to 6.30 P.M.
5. All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
6. Those officers/ staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
7. Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
8. All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times.
9. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

FO.

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

  
(Toran Prasad)

Asstt. Admn. Officer

**Distribution:**

1. The Head, Division of SRS / LUP / RSA, ICAR-NBSS&LUP, HQrs., Nagpur.
2. The Incharge, PME Cell / Library / Hindi Section, ICAR-NBSS&LUP, Nagpur.
3. The Senior Finance & Accounts Officer, ICAR-NBSS&LUP, HQrs., Nagpur.
4. The DDO, ICAR-NBSS&LUP, HQrs., Nagpur.
5. The AAO, ICAR-NBSS&LUP, HQrs., Nagpur.
6. The I/c, ARIS Cell, ICAR-NBSS&LUP, HQrs., Nagpur for uploading on Institute Website.
7. The PA to Director, NBSS&LUP, HQrs., Nagpur.