



भा.कृ.अनु.प.- राष्ट्रीय मृदा सर्वेक्षण एवं भूमि उपयोग नियोजन ब्यूरो  
ICAR-National Bureau of Soil Survey and Land Use Planning

अमरावती रोड, नागपुर / Amravati Road, Nagpur - 440 033



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**F. No.** 12-151/2024-Adm

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**OFFICE ORDER**

The Director, NBSS&LUP, Nagpur has been pleased to decide to allot the work to the following officers as detailed given below ; -

1. All establishment and store related files upto Rs. 10 lakh originating from Regional Centres, will be received by AAO(Estt) Sh. Toran Prasad. The file will be routed as below

Shri Toran Prasad, AAO →Administrative Officer →FAO→ CFAO→Director

2. All the Stores files above Rs. 10 Lakhs will be routed through CAO as below

Shri Toran Prasad, AAO →Administrative Officer →CAO →FAO→CFAO→Director

3. All the Regional Centre files to works and contract will be received by Shri Kamlesh Sharma, AAO. The file will be routed as follows ;

Shri Kamlesh Sharma, AAO →Administrative Officer →CAO →FAO→CFAO→Director

4. The AAO at Regional Centres may be instructed to examine the notes/proposals etc and obtain approval of the HRC before sending the file to HQrs ( Sh. Toran Prasad/ Kamlesh Sharma)

5. Further, during the absence of Chief Administrative Officer on tour or leave or any other purpose Dr. A.P. Nagar, Chief Technical Officer will be Incharge CAO of the Institute till further order

Sd/-

( Toran Prasad )

ASSTT. ADMINISTRATIVE OFFICER

**Distribution:-**

1. The Head, Regional Centre, New Delhi/Bangalore/Udaipur/Kolkata/Jorhat
2. The Chief Administrative Officer, NBS&SLUP, Nagpur.
3. The Chief Finance & Accounts Officer, NBSS&LUP, HQrs, Nagpur.
4. The Administrative Officer, NBSS&LUP, Nagpur
5. Shri Toran Prasad, Assistant Administrative Officer, NBSS&LUP, Nagpur.
6. Shri Kamlesh Sharma, Assistant Administrative Officer, NBSS&LUP, Nagpur.
7. The Drawing & Disbursing Officer, NBSS&LUP, HQrs, Nagpur.
8. The PS to Director, NBSS&LUP, Nagpur
9. The I/c, ARIS Cell to upload this circular on Institute Website