

**National Bal Bhavan  
Kotla Road, New Delhi**

7(17)-1/NBB/Circular/2020 (Vol-II)/599.

Dated: 03.08.2022

**Circular**

It has been observed that employees of NBB are often visit to various offices such as Shastri Bhawan, etc. during office hours without informing their superiors in hierarchy, resulting in Administrative inconvenience at NBB. As such every staff member is directed to desist from this.

In order to make it streamline, it has been decided that the staff who are frequently visit other offices may mark time/date & purpose in the register maintained in Establishment wing. This will also help to verify reimbursement of their conveyance charges.



(Mukesh Gupta)  
Deputy Director (Admn.)

Copy to:

1. NBB Website
2. All concerned employees
3. Guard File

o/c