

NATIONAL SEEDS CORPORATION LIMITED  
(A Government of India Undertaking)  
Beej Bhawan, Pusa Complex, New Delhi – 12

No.41(1)/06-HR/NSC

Date: 11<sup>th</sup> May 2017


OFFICE ORDER NO. (921)

With approval of Competent Authority, Dr. V.S. Pandey, Manager (Production) Corporate Office, New Delhi is hereby nominated as Liaison Officer for **Persons with Disabilities** (PWDs) employees of the Corporation with immediate effect. He will be specially responsible for:

- (i) Ensuring due compliance by the appointing authority with the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and the Persons with Disabilities/ the Other Backward Classes and other benefits admissible to them.
- (ii) Ensuring timely submission of Annual Reports regarding Representation of PWD Report – I and Report – II by appointing authority in the Corporation and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in NSC and sending the consolidated reports in the prescribed proforma to the Department of Personnel & Training.
- (iii) Ensuring the extension of necessary assistance to the National Commission for PWD in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual reports
- (iv) Conducting annual inspection of the reservation registers/rosters maintained in the HR Department of NSC with a view to ensuring proper implementation of the reservation orders.
- (v) Acting as Liaison Officer between the NSC and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

This issues with the approval of Competent Authority.

Dr. V.S. Pandey  
Manager (Production)  
Corporate Office, New Delhi

  
(Binod Bihari Saw)  
Sr. General Manager (HR)

Copy to:-

1. Director (Commercial / Director Finance), NSC, Corporate Office for their information.
2. All Heads of Departments, Corporate Office, New Delhi
3. Addl. GM (HR)/ CVO/ Addl. GM (QC)/ DGM (HR)/ IT Cell
4. General Secretary, SC & ST Employees Welfare Forum, NSC, New Delhi
5. APS to CMD.
6. Personal File of Dr. V.S. Pandey
7. Guard file