

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAWAN, PUSA COMPLEX
NEW DELHI-110012

No. 37(1)06-HR/NSC

Dated. 05.01.2022

C I R C U L A R

**Sub:- Preventive measures to contain the spread of Novel Coronavirus
(Covid-19) – suspension of biometric attendance regarding.**

Reference:-

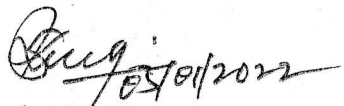
1. OM No. 11013/09/2014-Estt. A-III dated 03.01.2022 issued by DOPT
2. MHA Order No. 40-3/2020/-DM-I(A) dated 27.12.2021
3. NSC Circular issued under file No. 37(1)/06-HR/NSC Dated 02.11.2021

The Department of Personnel & Training (DOPT) Ministry of Personnel, Public Grievances and Pensions, New Delhi Vide 11013/09/2014-Estt. A-III dated 03.01.2022 has issued guidelines for suspension of biometric attendance for all employees with immediate effect till 31.01.2022 however, all the employees are required to mark their attendance in Attendance Register maintained by HR Department during this period.

It has accordingly been decided by the Competent Authority that all the employees of Corporate Office /Regional Office/Farms may mark their attendance in the Attendance Register maintained by HR Department for officials working at Corporate Office and HR Section of concerned Regional Office/ Farms till 31.01.2022 instead of biometric Attendance System with immediate effect i.e. 06 January, 2022.

Further, it shall be the responsibility of concerned Head of Department /RM / Head of Farm to advise the officials working under them to ensure that all the guidelines issued vide NSC circular 37(1)/06-HR/NSC dated 02.11.2021 are implemented effectively.

This issue with the approval of Competent Authority.


(Sheelendra Kumar)

Addl. General Manager (HR)

Distributions:-

1. PS to Director (Finance) for kind information of Director (Finance), NSC, Corporate Office.
2. All Heads of Department with the request to bring the contents of this circular to the knowledge of all officers / officials working under them
3. General Manager (Welfare) for information and necessary action.
4. All Regional Managers / Head of Farms, NSC,
5. AGM(Engg.) I/C IT Cell, Corporate office, NSC, New Delhi with the request to place the circular on the corporation's website
6. Notice Board
7. Guard File
8. Hindi version will follow