

NATIONAL SEEDS CORPORATION LTD.  
(A GOVT. OF INDIA UNDERTAKING)  
BEEJ BHAWAN: PUSA COMPLEX  
NEW DELHI - 110012

**INTER OFFICE MEMO**

From : General Manager (HR)  
To : All Heads of Department, NSC, Corporate Office, New Delhi

File No. 220(1)/10-HR/NSC

Dated : 28/03.2023

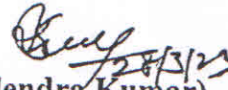
Subject: Submission of option/declaration form for HRA and payment of Perks and allowance as on 01.04.2023.

As per NSC Pay & Allowances Rules, every official is required to submit the certificate for claiming HRA and payment of Perks on 01.04.2023.

Accordingly, all Heads of Department are requested to advise the Officials working under them to submit the option/declaration form as on 01.04.2023 to HR Department on or before 15<sup>th</sup> April, 2023. The copy of prescribed declaration form is enclosed as **Annexure- B & C**.

Further, the declaration form must be submitted in two copies as it will also be forwarded to Finance Division for their further necessary action.

This is for your information and necessary action.

  
(Sheelendra Kumar)  
General Manager (HR)

Encl: as stated

Copy to:

1. PS to Director (Finance) for kind information of Director (Finance).
2. PS to Director (Commercial) for kind information of Director (Commercial).
3. APS to CMD for kind information of CMD.
4. Sr. General Manager (F&A) for information and further necessary action.
5. All Regional Manager/Head of Farm - With the request to get the above option/declaration signed by all the employees and same may be kept in their record and a copy may also be forwarded to Accounts Section of respective Regional Office/Farms.
6. In-Charge,  IT Cell- With the request to upload the said IOM along with option/declaration form on the website.
7. Notice Board for information of all concerned.

CERTIFICATE

It is certified that I Shri/Smt./Ms. \_\_\_\_\_  
Working as \_\_\_\_\_ at National Seeds  
Corporation is residing at (Full Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify that the above accommodation is /or is not \* owned or hired on rent or allotted to my spouse/parents/son/daughter by the Central Government, State Government, an autonomous Public Undertaking or Semi Government Organisation such as Municipality, Port Trust, Nationalized Banks, Life Insurance Corporation of India

OR

The accommodation is owned or hired at the below mentioned address since \_\_\_\_\_ and I am/am not claiming any HRA from National Seeds Corporation  
(Full Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place of Posting \_\_\_\_\_

Date \_\_\_\_\_

\*(Strike out whichever is not applicable)

## NATIONAL SEEDS CORPORATION LIMITED

PERQUISITES/ALLOWANCES OPTION FORM FOR THE FINANCIAL YEAR \_\_\_\_\_

1. Name of the Employee :
2. Designation/Place of posting :
3. Employee Code No. :

I hereby opt for following perks/allowances for the financial year \_\_\_\_\_ restricted  
30% for Basic Pay per month.

S. No.	Item No.	%age of Basic Pay per month	Please state Yes/No against each item to be drawn/not
1	Transport Allowance OR Conveyance Allowance	10% + (5% additional for PH) 10%	
2	Driver's Allowance	3%	
3	Children Education Allowance  For Studying in School  For Studying in College (UG level)  For studying in College (PG level or Professional degree courses)	  3%  4%  5%	
4	Hostel Allowance	3%	
5	Lunch subsidy/Tiffin Allowance	3%	
6	Professional up-gradation Development, Newspaper/Periodicals/Professional Literature Allowance	4%	
7	Hard & Soft House Furnishing/Re-furnishing Allowance	4%	
8	Electricity and Water Allowance	4%	
9	Family maintenance and disturbance Allowance	3%	
10	Uniform & Maintenance Allowance	3%	
11	Domestic/House keeping assistance Allowances	3%	
12	Internet/Communication Allowance	3%	
13	Engagement of Gardner Allowance	3%	
14	Disability Allowance for dependent children	3%	
15	Interest subsidy on loans Allowance	3%	
16	LTC Allowance	8%	
17	Washing Allowance	3%	
18	Expenditure on vehicle repair and maintenance allowance	5%	
19	Sundry Allowance	2%	
20	Entertainment/Club Membership Allowance	10%	

Signature \_\_\_\_\_  
Date \_\_\_\_\_