

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

File No. 37(1)/06-HR/NSC

Dated: 20.04.2023

CIRCULAR

Subject: Regarding TTA Bill in respect of retired employees.

This is with reference to the TTA Bill of retired employees, being forwarded to HO by the concerned HR Incharge of ROs/Farms. In this regard, it has been observed that the TTA bill of retired employees received from the Regional office/Farms are not in compliance with NSC T.A/D.A Rules w.e.f 01.08.2019. Further, while forwarding the bill, all necessary proof/documents in support of travel and transport of goods are not being attached self verified which results in delayed payment to the concerned employees.

Accordingly, the concerned I/C-HR of respective Region/Farms is requested to adhere to instructions mentioned below while forwarding the TTA Bill of retired employees. Further, this may be brought to the knowledge of all those employees who are retiring from your unit.

Instruction to be followed before forwarding the TTA Bill of retired employees:-

1. When an employee after retirement settled in city/district/state other than his declared home town in service book, they should submit their proof of residence like *electricity bill copy, Aadhar Card, proof of land, Rent agreement if any etc.*
2. In respect of shifting of households items; proof of payment must be enclosed i.e. Cash Receipt, Money Receipt or any other mode of payment and in consignment note/invoice no. of Kgs/quintals must be mentioned and the list of household items must be provided along with the Bill.
3. In order to claim Composite Transfer Grant, the retired employees should mention the same in the prescribed format of TA Bill.
4. If a retired employee claims travelling cost for their dependants, then they must submit the proof of dependency.
5. If a retired employee performs journey by road (on hired taxi) then they must submit the proof of payment i.e. either Cash Receipt or any other mode of payment.
6. If a retired employee performs journey by road (own car) then proof of occupation of own car like Driving License, Registration Certificate must be provided. Further, toll tax receipt/FASTag deductions must also be provided.
7. If a retired employee shifts their own transport i.e. motor car/motor cycle/scooter/bicycle then proof of own transport must be submitted.
8. The TTA Bill must be countersigned by the Regional Manger/Farm Head before forwarding to HR Department, NSC, Corporate Office.
9. Before forwarding the TTA Bill of retired employees to HO; the concerned I/C HR must verify/check the entitlement of retired employee as per the NSC TA/DA Rule.
10. All the documents enclosed must be self attested.

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Therefore, all RMs/Farms Head are requested to direct the concerned I/C-HR to check/verify the TTA Bill considering the instructions mentioned on pre-page and NSC TA/DA Rules before forwarding it to HR Department, NSC, Corporate Office for final settlement.

This issues with the approval of Competent Authority.

Distributions:

1. All RMs/Farm Heads, NSC.
2. All Heads of Department, NSC, Corporate, New Delhi.
3. Office of Director (Finance) for kind information of Director (Finance)
4. PS to Director (Commercial) for kind information of Director (Commercial)
5. APS to CMD for kind information of CMD.
6. IT Cell to upload on NSC website.
7. Guard File.

Pooja
20/04/2023
(Pooja Sharma)
Asst. Manager (HR)