

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

No. 31(1)/06-HR/NSC

Dated: 20.07.2023

**CIRCULAR**


**Subject: - Assigning work of Security Section as per the Sanctioned Manpower Strength**

It has been observed that the Head of Farms are not following the orders/instructions of H.O. while assigning the duties and responsibilities to the staff working under their control. The Permanent Manpower Setup approved by the Board of Directors in their 280<sup>th</sup> meeting held on 29.10.2018 was conveyed to the respective farms vide I.O.M. No. 139(1)/18-HR/NSC dated 10.01.2019 wherein it has been clearly mentioned as to who will look after the Security Job in the respective regions. Whereas it has been observed that the Head of Farms are not complying with the manpower setup approved by the Board and suo motu assigned the work of Security to the employees in deviation to the manpower setup. This has been viewed seriously at H.O. level.

Therefore, all the Head of Farms are hereby directed to abide by the orders/ instructions and assign the work of Security Section to the officer/employee as designated in the new permanent manpower setup or to the Security Officer (if posted at the Farm).

S.N.	Region	Charge of Security Section as per Sanctioned Manpower
1	CSF- Suratgarh	Production
2	CSF- Sardargarh	Production
3	CSF- Jetsar	Engineering (Agri. Engg.)
4	CSF- Hisar	Accounts
5	CSF- Raichur	HR

The aforesaid instructions should be strictly complied with.

  
20/07/2023  
(Onkar Singh)

**Addl. General Manager (Mktg.)/ HOD-(HR)**

**Distribution:**

1. Head of Farm, Central State Farm Suratgarh/ Sardargarh/Jetsar/Hisar/Raichur for kind information and necessary action.
2. IT Cell to upload on NSC website
3. Guard File