

**NATIONAL SEEDS CORPORATION LIMITED**

(A Govt. of India Undertaking)  
Beej Bhawan, PUSA Complex,  
New Delhi -110012

No. 141(1)/APAR/HR/NSC/2019-20

Date: 22.02.2020

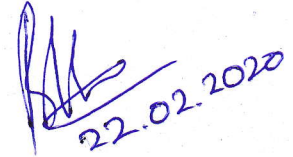
**CIRCULAR**

In reference to NSC PMS Rule 4.2 Role of Reporting Authority - *“In case of non-executives, the Appraisal Reports shall be initiated by an ‘Executive’ (E-0 and above) only.”*

In compliance of the above PMS Rule, it has been observed that in most of the cases the work of employees at NS-0 to NS-2 cadre is monitored by Officer at the level of Supervisor / Asstt. Officer (S-1 to S-4). It is also seen that in some places due to non-availability of Executive Officer at lower level i.e. at E-0 or E-1 level, Sr. Executive has to initiate the report and due to aforesaid reason the same has to be accepted either by concerned Head of Department or Director at Corporate Office, New Delhi.

Further, to avoid such situation, Official of Supervisory cadre(S-1 to S-4) are hereby authorised to write/ initiate the APAR of employees of NS-0 to NS-2 level, where Executive Level Officer (E-0 & above) are not available.

Further, while fixing KPA of employees NS-0 to NS-2; such supervisory staff are advised to discuss and finalise the KPA of employees working under them with approval of Unit Head/ Area Manager / Regional Manager / Head of Farm. This is issued with the approval of Competent Authority.



22.02.2020

Sr. General Manager (HR)

**Distribution:**

1. PS to CMD for information
2. PS to Director (Finance) for information
3. APS to Director (Commercial) for information
4. All Regional Manager / Head of Farm
5. AGM (Engg.) to forward the same to IT Cell for uploading it on website
6. Gaurd File