

NATIONAL SEEDS CORPORATION LIMITED
BEEJ BHAWAN, PUSA COMPLEX,
NEW DELHI
(HR DEPARTMENT)

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

Dated 15th April, 2020

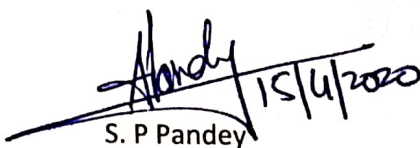
CIRCULAR

Sub: Regarding instruction to all listed Officials for attending Office from 13.04.2020 onwards in reference to Circular issued under File No. 37(1)/06-HR/NSC dated 12th April, 2020.

With reference to above mentioned Circular wherein Competent Authority has approved the functioning of Corporate Office, New Delhi from 13.04.2020 with minimum essential Officials i.e. 37 in total in order to ensure uninterrupted & smooth working of agriculture activities in the Corporation. In spite of the circular dated 12.04.2020, it is observed that some Senior Officers and other Officials are not attending Office and even not informing the valid reason of their inability to attend Office which has been viewed seriously by the Competent Authority.

Therefore, all the 37 listed Officials are once again directed to attend Office regularly in order to ensure smooth working at NSC Corporate Office. Further, if their area/locality of any listed Official is declared as Hotspots and containment zones where inward and outward movement of population is strictly prohibited, they may inform the same formally through Email to their Reporting Officer & HR Department along with valid supportive documentary evidence. Apart from those employees whose area is declared as Hotspots & containment zones, all the other employees are required to attend Office regularly without fail.

This is issued with the approval of Competent Authority.


S. P Pandey
Asstt. General Manager (HR)

Distribution:-

1. All concerned Officers/Officials
2. Director(Fin)/Director(Comm.)
3. All Head of Department at Corporate Office,
4. All Regional Managers/Farm Heads
5. PS to CMD
6. IT Cell
7. Guard File