

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

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

Dated: 16<sup>th</sup> April, 2020

**CIRCULAR**

**Sub: Instructions for attending Office in compliance with Order No.40-3/2020-DM-I (A) Dated 15<sup>th</sup> April, 2020 of Ministry of Home Affairs (MHA), Government of India.**

**Reference:**

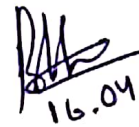
1. NSC Circular issued under File No. 37(1)/06-HR/NSC dated 12<sup>th</sup> April, 2020.
2. Order No.40-3/2020-DM-I(A) dated 15<sup>th</sup> April,2020 issued by Union Home Secretary, Ministry of Home Affairs.

In supersession to the NSC Circular as referred in (1) above, wherein 37 Officials are nominated to attend NSC Corporate Office, New Delhi for essential work, following guidelines has been issued by Union Home Secretary, Ministry of Home Affairs, Government of India vide Order No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April,2020 which is stated as under

1. **Clause 6 A (vi)**- All agricultural and horticulture activities to remain fully functional such as – Manufacturing, distribution and retail of fertilizers, pesticides and seeds.
2. **Clause 18 (ii)**- Other Ministries and Departments, and Offices under their control, are to function with 100% attendance of Deputy Secretary and levels above that. Remaining Officers and staff to attend upto 33% as per requirement.


In this connection, in pursuance with the directions of Ministry of Home Affairs, Government of India, it has been decided by the Competent Authority that the Corporate Office of NSC at New Delhi will be functioning with 100% attendance of Deputy General Manager and levels above that with effect from 20.04.2020 for continuing the Agriculture activities like Harvesting/Threshing of Rabi Crops, Processing of Seeds, Procurement of Agriculture Products, Managing Customs Hiring Centers, Paying Salary and managing welfare measures to the workers/Labourers engaged in the field etc without interruption. The following Officers are required to attend Office regularly with effect from 20.04.2020

S.No	NAME OF THE OFFICIALS
1	Shri Kuldeep Singh, Sr GM(Prodn.)
2	Shri BP Singh, Addl. GM(Prodn.)
3	Shri Deepak Rastogi, GM(Mktg.)
4	Shri KC Sharma, Addl GM(Mktg.)
5	Shri Arun Kumar Ghildiyal, GM(MM)
6	Shri Kaushik Rakshit, Sr GM(F&A)
7	Shri B.B Saw, Sr GM(HR)
8	Shri Mohd.Raquim, GM(CA)/CS
9	Shri Sheelender Kumar, Addl GM(Vig)
10	Shri Ahamed Raza M, Dy. General Manager (Prodn)
11	Shri S.K Mehta, Addl GM ( Welfare & F & A)

  
16.04.2020

Further for all remaining Officers and staff, we may request all Heads of Departments at Corporate Office to draft roster of Officers and staff upto 33%/(1/3 of AGM and below staff in concerned department) on rotational basis who are required to render essential services within each department, keeping the work and production exigencies into consideration and submit the same to the HR Department by 3 PM on 17.04.2020(positively) and to instruct other officials to be available on telephone and electronic means of communication at all times.

This is issued with the approval of Competent Authority



16.04.2020

(B.B Saw)

Sr. 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