



राष्ट्रीय बीज निगम लिमिटेड
भारत सरकार का उपक्रम
(मिनिरल कम्पनी)
बीज भवन, पूसा परिसर
नई दिल्ली- 110012

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
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No. NSC/MM/Circular/2018-19

15 Feb, 2019

CIRCULAR

Sub: Proper examination/working out the requirement of material to be procured.

It has been observed that few of the Area Managers/Regional Managers/Farm Heads are not properly examining/working out the requirement of Agrochemicals/Certification, Packing & Treatment Material to be procured. The materials lying in the stock are not being properly checked before placing their requirement to Production/Marketing Department in case of few units.

Due to non examination of the requirement properly including the material lying in stock, excess quantity being proposed for procurement and subsequently when the purchase order issued, the requests are being received from Regional Managers/Farm Heads to cancel the whole quantity or part of it. As per terms and conditions of tender, quantity mentioned in the purchase order cannot be reduced or purchase order cannot be cancelled. Resulting which procurement of excess material and blockage of money.

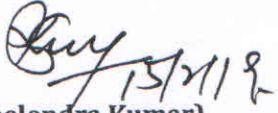
Due to casual and lethargic approach of such Area Managers/Regional Managers/Farm Heads, money is blocked in procuring excess material. This has viewed very seriously by the competent authority and directed that the concerned person at Area Office/Regional Office/Farms may be issued warning with the advise that same lapses should not be repeated in future.

Accordingly, all Regional Managers/Heads of Farm are requested to strictly assess the requirement properly keeping in view the sales & available stock while sending the requirement to Production/Marketing Department.

It has also been directed by the competent authority that any additional money blocked due to above reasons, the additional costs towards storage, interest etc. till its utilization will be recovered from the concerned who is responsible.

This is for strict compliance by all concerned.

This issues with the approval of competent authority.


(Sheelendra Kumar)
Dy. General Manager (MM)

Distribution:

1. All Regional Managers.
2. All Heads of Farm.

Copy to:

1. PS to CMD, for kind information of CMD.
2. PS to Dir (Fin), for kind information of Dir (Fin).
3. Sr. GM (Prodn), with the request to check the requirement carefully before sending to MM Department for procurement.

4. IT cell for uploading on NSC's website

Progs. Summary