



राष्ट्रीय बीज निगम लिमिटेड
भारत सरकार का उपक्रम
(मिनिरत्न 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

22 March, 2019

CIRCULAR

Sub: Time Schedule for forwarding of GR Note by the consignee and processing of file at different levels.

In continuation of circular of even reference dated 31/08/2018 and subsequent reminder dated 01/12/2018, it is to inform that despite of repeated persuasions by MM Department at Corporate Office the Goods Received Notes duly completed in all respect are not being received within the time limit i.e. 04 working days from the day of receipt of material. It has also been noticed in some of the cases that the date mentioned on the GR is different from the date on material actually received. Some of the units are always forwarding the receipt voucher or quantity certificate in place of GR Note, which should be stopped and GR Note in prescribed format to be forwarded. In case of agro chemicals, the manufacturing/expiry date must be mentioned in GR Note. The actual date of receipt of the material must be mentioned in the GR Note. In case same is not found mentioned in the GR Note, LD will be deducted based on the date of GR Note issued. Later on request for refund of LD will not be considered and concerned person will be held responsible. The above points must be kept in mind while forwarding the GR Note to Corporate Office. Due to non receipt of GR Note or incomplete GR Note, the payment to the suppliers is not being released on time. Resulting which the participation of the supplier in the tender is very poor and also NSC is liable to pay interest to MSEs registered suppliers. This may lead to higher quote in tenders by the suppliers also.

Further, it is also to inform that maximum vendors in NSC are NSICs/MSEs registered firms and as per the Government policy, their payment is to be released within 45 days. Therefore, the GR Note especially in respect of the material supplied by MSME vendors must be forwarded within a week so that their payment can be released within prescribed time period. In case the payment is not released within above period, purchaser is liable to pay interest. GOI is also very particular to make purchases through MSEs registered vendors and release their payment on time. The progress of participation of MSE's firms in tender and realization of their payment are being monitored/reviewed by the Ministry of MSME and report on this account being sent on monthly basis. This has been clarified in the recently concluded RMC also.

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Therefore, in view of above, all Heads of Farm/Regional Managers are hereby requested to direct the concerned to follow the above guidelines including mentioned in circular dated 31/08/2018 strictly. In case payment is not released to MSME suppliers in prescribed time, concerned person will held responsible and action as deemed fit will be initiated against him.

This is for strict compliance by all concerned.

This issues with the approval of competent authority.

(Handwritten signature)

(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 (F&A), the number of days in Column 2 of Row 3rd & 5th may be read as 05 & 03 in place of 03 & 02 respectively.

4. IT cell for uploading on NSE's Website.