

 <p>एनएससी NSC</p>	<p>राष्ट्रीय बीज निगम लिमिटेड भारत सरकार का उपक्रम (मिनिरलज कम्पनी) बीज भवन, पूसा परिसर नई दिल्ली 110012- फैक्स 011- 25846462</p>	<p>NATIONAL SEEDS CORPORATION LIMITED (A Government of India Undertaking) (CIN : U74899DL1963GOI003913) BEEJ BHAWAN, PUSA COMPLEX NEW DELHI-110 012 (INDIA) Website: <a href="http://www.indiaseeds.com">www.indiaseeds.com</a> PHONES : 25842383, 25846272 , 25842692, 25846295 e-mail - <a href="mailto:nsc@indiaseeds.com">nsc@indiaseeds.com</a></p>
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Date:08.06.2022.

**CIRCULAR**

**Sub.:-Handing Over/Taking Over of Charge.**

In superssion of all earlier Orders & Circulars issued on the subject, the following shall come into force with immediate effect.

It has come to the notice of the Competent Authority that proper handing over & taking over procedure at **Area Offices, Regional Offices and Farms** are not being followed and sometimes important points are lost by oversight.

Moreover, many times, it also becomes difficult to fix the responsibility in the event of any lapse/irregularity committed by the officials who have been transferred from one unit to another or outside the Region/Farm or retired from his services.

Thus, it is reiterated that all Regional Manager, Head of Farms and Area Managers or other officials at ROs/Farms/AOs/HQ at the time of their transfer/retirement etc. will hand-over the following the papers/files issues etc. as per the list while handing over/takeing over the charge,

**1. Regional Manager/Head of Farm :**

- 1) All Legal matters with current status.
- 2) Disciplinary cases with current status.
- 3) APARs.
- 4) List of urgent work/matters which need immediate action.
- 5) List of all on-going projects including Production Programme and dispatch of Seeds etc.
- 6) Details of all outstandings against Private Parties including Growers & Dealers and Govt. Parties.
- 7) Physical stock position of all Consumables/Properties.
- 8) All other important files & Approval pending & already approved files.
- 9) List of Assets of the office as per asset register, Payment due/to be received etc.

**2. Area Managers:**

- 1) All pending issues.
- 2) Full details of outstanding payment of Dealers, Distributors & Govt. Parties etc.

- 3) Important files & Approval pending and already approved file.
- 4) Book Stock & Physical Stock position (in case of storage (own/hired) facility available) at the time of handing over/taking over charge.
- 5) Details of any ongoing project/construction/production programme etc.
- 6) Assest of the office as per asset register.

The aforesaid lists are only indicative and not exhaustive. The concerned Head of Department at Corporate Office, Regional Manager/Head of Farm may also ensure that the official transferred/retired should handover the charges to the new Officer posted/assigned before being relieved.

The HR Section of Regional Offices, Farms shall ensure that the handing over & taking over is done by officials by indicating the list of files (with details) any pending issues alongwith all above points.

In Case of Area Manager handing over & taking over, one representative of Regional Office must be present and he should supervise handing over & taking over and signature of the employees etc. handing over & taking over be taken on his presence.

In Case of Store keeper, proper handing over & taking over should be done in supervision of respective heads. The finance division to intimate the amount pending/recoverable/payable. The non-compliance of aforesaid instructions will attract disciplinary action as per NSC employees (CDA) Rules 2013 as applicable to the employees of the Corporation.

The aforesaid instructions should be followed strictly & immediately.

*Sinha*  
08/6/22

(Sanjeet Kumar Sinha)  
Chief Vigilance Officer

Distribution:-

1. Director (Finance), NSC, Corporate Office. -
2. Director (Commercial), NSC, Corporate Office. -
- ✓ 3. All Head of Departments, Corporate Office.
- ✓ 4. All Regional Managers/Head of Farms, NSC.
- ✓ 5. Addl.GM(HR)/CompanySecretary/Addl.GM(QC)/Dy.GM(HR), NSC,Corporate Office. *by ...*
6. PS to CMD. -
7. IT Cell for uploading on NSC's website. ✓
8. Guard File.

*Pl. Upload on  
web site*

*Programms.*

*W. S. S. S.*  
8/6/2022