

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI - 110012

No. 254(1)/2020-HR/NSC

Dated: 15th January, 2021

C I R C U L A R

Sub: **Notification of Scheme for providing mobile handset to the Officers of the Corporation.**

The Board of Directors in their 293rd meeting held on 23rd December, 2020 has, inter-alia, approved the Scheme for providing mobile handset to the Officers working as Regional Manager/ Head of Farms/Head of Department/Directors/C&MD of the Corporation as per enclosed scheme. The aforesaid Scheme is made applicable with immediate effect.

The approved Scheme for providing mobile handset to the Officers of the Corporation has been placed on the website of NSC.


(Binod Bihari Saw)
Sr. General Manager (HR)

Encl.: As above.

Distribution:

1. Director (Finance) / Director (Commercial), NSC, Corporate Office.
2. All Head of Departments, NSC, Corporate Office
3. All Regional Managers/Head of Farms, NSC.
4. Addl. GM(F&A)-Welfare, NSC, Corporate Office alongwith Scheme for necessary action.
5. CVO / GM(CA) & Co. Secretary/Addl. GM (Mktg.)/Addl. GM (Prodn.)/Manager (Engg.)-Agri., NSC Corporate Office, New Delhi.
6. PS to CMD.
7. IT Cell for uploading on NSC's website.
8. Guard file.

NATIONAL SEEDS CORPORATION LIMITED
HR DEPARTMENT: NEW DELHI

**SCHEME FOR PROVIDING MOBILE HANDSET TO THE OFFICIALS
OF THE CORPORATION.**

In order to have regular timely communication as well as considering the implementation of ERP in the Corporation which covers mobile App operations, a scheme to provide mobile handset to the officials of the Corporation from Manager level and above working as Regional Manager, Head of Farm and Heads of Department at Corporate Office has been formulated

1. Eligibility:

1.1 The officers holding positions of Manager & above and are working as Regional Manager, Head of Farm and Heads of Department at Corporate Office, Functional Directors including CMD are entitled for mobile handset from the date of notification, after approval of this Scheme by the Board.

2. Entitlement/cost ceiling of mobile handset:

2.1 The entitlement/cost ceiling of mobile handset for different categories of officers are as under:-

S. No.	Category of officers	Post wise No. of officers	Maximum ceiling for reimbursement per officer (Rs.)
1.	Regional Managers/ Head of Farms	16 E-2 = 03 E-3 = 07 E-4 = 03 E-5 = 03	E-2 & E-3 = Rs.8,000.00 E-4 & E-5 =Rs.10,000.00
2.	Head of Departments at Corporate Office Prod. -02 F&A - 01 Mktg. -02 GM(CA) &CS -01 QC/Innovation Cell/QC-01 Vigilance -01 Engg. -02 Welfare -01 MM - 01 HR - 01	13 E-2 =02 E-3 =01 E-4 =00 E-5 =05 E-6 = 02 E-7 = 03	E-2 & E-3 = Rs.8,000.00 E-4, E-5, E-6 =Rs.10,000.00 E-7 = Rs.15,000.00
3.	Directors & CMD	CMD-01 Director-02	Actual*

*Subject to maximum of Rs-50,000/-

3. General Conditions:

3.1 The above entitled officers can procure the mobile handset costing any amount, which may be more or less than the prescribed ceiling amount. However, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount whichever is lower.

3.2 The application for purchase of mobile handset in **Appendix-I** is to be sent by the concerned officer to Welfare Section, Corporate Office, New Delhi for approval. Once the approval is accorded and conveyed by Welfare Section, the mobile handset can be purchased by the concerned officials.

3.3 Officer shall submit his/her claim in prescribed format **Appendix-II** alongwith original bill/invoice in the name of National Seeds Corporation Limited for reimbursement to Welfare

Section. Sanction Order alongwith the copy of bill/invoice for reimbursement of cost restricted to the cost of purchase of mobile handset purchased by the officer or the prescribed ceiling amount whichever is lower shall be issued and provided by Welfare Section, Corporate Office with the approval of Competent Authority to Finance Department of Corporate Office/Regional Offices/Farms for payment.

3.4 The copy of sanction order alongwith copy of bill/invoice will also be endorsed to Sr. GM(HR)/GM(HR) for information and Stores Incharge for entering in the Stock Register against the name of individual officer. Store Incharge will invariably mention the details about the mobile handset in NDC (No Dues Certificate) in case of superannuation, resignation, death, repatriation and transfer etc.

In case of transfer, the Store Incharge will intimate the details of mobile handset to the concerned Store Incharge where the officer is transferred through Regional Manager/Head of Farm/Addl. GM(Welfare).

3.5 Sr. GM (F&A)/GM(F&A) will transfer the written down value of mobile handset through book entry to concerned Regions/Farms giving full details and shall mention the same in Last Pay Certificate (LPC) of concerned individual.

3.6 The officer using the handset will have to compulsory acquire the handset on written down value/depreciated value as per the details given below: -

S.No.	Time limit	Written down value/depreciated value
1.	Within one year	60% of the cost reimbursed by NSC to the concerned officer
2.	One year & above but before two years	40% of the cost reimbursed by NSC to the concerned officer.
3.	Two years & above but upto three years	20% of the cost reimbursed by NSC to the concerned officer

3.7 The mobile handset to be provided to eligible officers shall be treated as official equipment in possession of the officer.

4.1 Mobile handset will have the life cycle of 03 years and depreciated over a period of three years with minimum residual value of Rs.1/- at the end.

4.2 On completion of life cycle of the mobile handset, officer can pay written down value to own the same. The service record entries of old mobile handset shall then be deleted by the Store Incharge of Corporate Office/Regional Office/ Farms and intimated to respective Finance Department for appropriate accounting.

4.3 On expiry of lifespan i.e. after three years from the date of purchase, mobile handset shall compulsorily be bought by the concerned officer. The residual value of mobile handset will be

deposited by the officer or the same will be recovered from the salary of concerned officer in one installment. Welfare Section, Corporate Office, New Delhi will give intimation to Finance Department of Corporate Office/ Regional Office/Farms regarding expiry of lifespan after verifying the records for said recovery and for necessary accounting as to remove it from books of accounts/stores records.

4.4 After expiry of lifespan and payment/recovery of residual value, the mobile handset will become property of concerned officer.

4.5 An officer can avail this facility again after the expiry of three years and after payment of all the dues of previous mobile handset for procurement of a new mobile handset. The officer, thereafter can also process for procuring a new mobile handset as per his/her eligibility which will be considered and processed as per laid down procedures.

4.6 In case of technical fault in mobile handset or damage to mobile, the individual officer will get it rectified from Service Centre and the amount will be borne by him/her and will not be reimbursed by the Corporation.

4.7 Regarding call charges etc. the existing policy will continue.



APPENDIX – I

APPLICATION FOR PURCHASE OF NEW MOBILE PHONE HANDSET

1. Name
2. Employee No.
3. Designation:
4. Present place of posting:
5. Date of appointment in NSC:
6. Date of superannuation:
7. I certify that the above information is correct to the best of my knowledge and belief.

(SIGNATURE OF APPLICANT)

No.....

Dated:

Recommendations of Welfare Section

He/she may be allowed to purchase the new mobile phone handset under the scheme approved by the Board of Directors in their _____ meeting held on _____ and notified vide circular No. _____ dated _____.

Signature of Incharge Welfare Section

Sr. GM (HR)

Director (Finance)

CMD

Form for Claiming Reimbursement of Cost of Mobile Handset

1. Name & Designation:
2. Present place of posting:
3. Approval for the purchase of mobile:

Letter No. _____

Dated _____ (Enclosed copies)

Bill/Receipt No. _____ Dated _____

4. Cost of mobile:
5. Make & Model of Mobile:

Handset purchased:

I certify that the mobile phone handset has been purchased by me as per the details given above and the information given as above is correct.

Encl: As above

(Signature)

Dated _____

Submitted to:
In-charge Welfare Section

