

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

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

Dated: 22nd April, 2021

C I R C U L A R

Sub.: Instructions for attending office in compliance of DoPT OM No. 11013/9/2014-Estt.A-III dated 19th April, 2021 – reg.

This is in continuation of circular dated 19th April, 2021 and instructions/guidelines issued by the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Govt. of India regarding preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Attendance of Central Govt. Offices till 30th April, 2021.

2. Accordingly, in compliance of the above order, it has been decided by the Competent Authority that Corporate Office of NSC will function with 50% physical attendance of actual strength till 30th April, 2021 or till further orders whichever is earlier. Therefore, in consultation with Head of Departments, the roster has been prepared and following officers (Asstt. GM & above and some officers of Manager level who are either holding the charge of HOD or will intend by their HODs) will attend office on regular basis:-

1. Shri B.B. Saw, Sr.GM(HR)/CVO
2. Shri S.K. Sinha, AGM(Vigilance)
3. Shri R.K. Kaswan, Dy. GM (Engg.)
4. Shri Chander Shekhar, Manager (Engg.) Agri.
5. Shri Umesh Sharma, AM (IT)
6. Dr. P.K. Tyagi, Addl.GM(Prodn.)
7. Shri Onkar Singh, Addl. GM (Prodn.)
8. Shri Priyam Bharadwaj, Manager (Agri.) Engg./MM
9. Shri S.K. Mehta, Addl. GM (F&A)-Welfare
10. Shri K.C. Sharma, Addl. GM (Mktg.)
11. Shri Gajanand Singh, Manager (Prodn.)
12. Shri M.S. Rawat, Manager (Prodn.)
13. Shri Kaushik Rakshit, Sr. GM (F&A)
13. Shri Anand Swarup, Asstt. GM (F&A)
14. Shri Sunil Singh, Asstt. GM(F&A)
15. Ms. Hema Rathore, Manager (F&A)
16. Shri Kuldeep Singh, Sr. GM (Legal & Corporate Affairs).
17. Shri S.P. Pandey, Asstt. GM (HR).
18. Shri Sheelendra Kumar, Addl. GM (HR)
19. Vijay Shankar Pandey, Asstt. GM (Prodn.)
20. Shri Aseem Gangwar, Addl. GM (Mktg.)
21. Shri Neeraj Bhatia, Asstt. GM (Engg.) Agri.
22. Ms. Ayushi Kanodiya, ACS.
23. Ms. Deeksha Pandey, AM(Legal)

Further, the rest of the officers/officials will attend the office on rotational basis as per below mentioned roster:

VIGILANCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Shankar Lal Vaishnav	AM (Vig.)	23, 26, 28, 30 th April, 2021
2	Manoj Kumar Patwal,	Asstt. (HR) Gd-II	
3	Virender Singh	Law Officer	24, 27 & 29 th April, 2021

CA, CS & LEGAL DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Meena Raina	Sr. Asstt. (HR)	23, 26, 28, 30 th April, 2021
2	B. S. Tyagi	Steno Gd.I	
3	Rajesh Kumar	PS	
4	Vikas Sharma	Asstt. (Legal) Gd.I	24, 27 & 29 th April, 2021
5	Santosh	Office Attendant Gd.I	

ENGG. DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Rajesh Nautiyal	AM (Engg.)	23, 26, 28, 30 th April, 2021
2	Vijender Singh Kain	Asstt. (HR) Gd.I	
3	Pramod Kumar	Manager (Engg.) Elect.	
4	Savita Chahal	Steno. Gd-I	
5.	Outsource (Electrician)		
6	Outsource (Labour)		
7	Vijay Kr. Badaya	Jr. Engg. (Agri.) Engg.)	24, 27 & 29 th April, 2021
8	Tanuj Kumar	Technician Gd-I	
9	Prem Kumar	Helper to Elect.	
10	Bhagat Ram	MPA	

IT CELL

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Chetan Chauhan	Programmer	23, 26, 28, 30 th April, 2021
2	Rajesh Chauhan	Officer (IT)	24, 27 & 29 th April, 2021

DIRECTOR (FINANCE) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Sunita Sahney	PS	23, 26, 28, 30 th April, 2021
2.	Outsource Staff		24, 27 & 29 th April, 2021
3.	Gajender Singh	MPA	

CMD SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Bimla Chauhan	Sr. Steno Gd. II	23, 26, 28, 30 th April, 2021
2.	Ram Prasad	MPA	
3.	Rohit Kumar	Asstt(HR) Gd.V	24, 27 & 29 th April, 2021
4.	Vijay Kumar Behra	Office Attendant Gd.I	

PRODUCTION DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Babita Sharma	Manager (Prodn.)	23, 26, 28, 30 th April, 2021
2	Joginder Singh	Manager (Horticulture)	
3	Yogesh Kumar	Asstt. (Agri.)	
4	Outsource (Aakash)		
5	Khubi Ram	Asst. (HR) Gd-II	
6	Inder Bhushan	Officer (Statistic)	
7.	Outsource (working with Dr. P.K. Tyagi) (Ratul Sood)		
8	Outsource (MTS)		
9	Ramesh Chander	Manager (Prodn.)	24, 27 & 29 th April, 2021
10	Deepti Agnihotri	Prodn. Officer	
11	Sukanya Srinivas Shinde	Asstt. (Agri.) Gd-V	
12	Outsource (Kishan Sahu)		

MM DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Deep Sharma	Asstt. Officer (Mktg.)	23, 26, 28, 30 th April, 2021
2	Outsource		
3	Shubham Sahu	Sr. Trainee	24, 27 & 29 th April, 2021
4	Piyush Gosain	Asstt. (Agri.) Gd.I	
5	Consultant		
6	Ram Darash	Office Attendant Gd-I	

WELFARE DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Dharmendra Kumar	Manager (HR)	23, 26, 28, 30 th April, 2021
2	B.S. Rawat	Officer (Translation)	
3	Rajender Pd. Pagolu	Sr. Asstt. (Store)	
4	Channamallaya	Asstt. (HR)	
5	HC Poddar	Asstt. (HR) Gd.I	
6	Daya Krishan Kargeti	Asstt. (HR) Gd.II	
7	Yoginder Singh	D. Rider	
8	Deepika Rani	AM (Rajbhasha)	24, 27 & 29 th April, 2021
9	Pankaj Teotia	Asstt. (HR) Gd.V	
10	Sekhar Gouda	Asstt. (HR) Gd.II	
11	Outsource Staff		
12	Harkesh	Safai Karmi Gd.I	
13	Naresh Kumar	R.W. Gd.III	
14	Outsource Staff (Hindi)		

MARKETING DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Naresh Kumar	Asstt. (HR) Gd.II	23, 26, 28, 30 th April, 2021
2	Manjula Sharma	Supervisor (Accts.)	
3	Dinesh Kumar	MPA	
4	M. Sarkar Kundu	AM(Prod.)	
5	Outsource staff (Asha)		
5	Darshna Kumari	PS	24, 27 & 29 th April, 2021
6	Kharak Singh	Asstt. (HR) Gd.II	
7	Yatender Kumar	Sr. Asstt. (Store)	
8	Sanjeev Kumar	Manager (Prod.)	
9	Prem Singh	Office Attendant Gd.I	
10	Labour (sale counter)		

HUMAN RESOURCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Pooja Sharma	AM (HR)	23, 26, 28, 30 th April, 2021
2	Trapti Kukreti	Asstt. (HR) Gd.II	
3	Devanshu Umredkar	Asstt. (HR) Gd.IV	
4	Asha Rani	Sr. Asstt. (HR)	
5	Mukesh Kr. Rai	Asstt. (HR) Gd. II	
6	P.N. Anila	Asstt. (HR) Gd. II	
7	Trishna	Asstt. (HR) Gd-I	
8	Ashok Kumar	MPA	
9	Outsource Staff working in Ministry's Schemes		
10	Babu Ram	Head Security Guard	24, 27 & 29 th April, 2021
11	A.Sarkar	M (HR)	
12	Balram Singh	PS	
13	Raj Kumar Verma	Asstt. (HR) Gd.I	
14	B.K. Mishra	Asstt. (HR) Gd-II	
15	Ravi Sharma	Asstt. (HR) Gd-IV	
16	Aakash Kr. Tanjay	DEO Gd.V	
17	Outsource staff working with Addl. GM (HR)		
18	Iram Gani	Asstt. (HR) Gd-I	
19	Rajender Rai	MPA	
20	Ram Kirpal	MPA	
21	Outsource (Labour)		

F&A DEPARTMENT

ATTENDANCE SHEET			
S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date/Days on which duty to be attended
1	Ms. Jyoti Mandral	Asstt. (Accounts) G-II	23, 26, 28, 30 th April, 2021
2	Harendra	Asstt. (Acctts.) Gd.V	
3	Neelam Sharma	Asstt. (Acctts.) Gd.II	
4	Devi Dass	MPA	
5	Ankit Garg	Manager (F&A)	
6	Akshay Juneja	Asstt. (Acctts.) Gd.V	
7.	Naveen Kumar	Asstt. (A/c) Gd-II	
8	Outsource staff working in SGM(F&A) office		
9	Anand Rawat	Accounts Officer	24, 27 & 29 th April, 2021
10	Dinesh Kawatra	Asstt. (Acctts.) Gd.I	
11	Monika Kamra	Asstt. (Acctts.) Gd-V	
12	Usha	Steno. Gd-I	
13	Mahesh Yadav	Asstt. (Acctts.) Gd.V	
14	Madhusudan Verma	AO(F&A)	
15	Pooja Rani	Asstt. (Acctts.) Gd.V	
16	Naresh Singh	MPA	
17	Outsource staff in F&A Deptt.		
18	Trainee (CMA)		

QUALITY CONTROL/QUALITY CONTROL LABORATORY (NORTH)

QUALITY CONTROL/QUALITY CONTROL LABORATORY (NORTH)			
S.No.	Name of Employee (S/Sh./Smt./Ms./Dr.)	Designation	Date on which duty to be attended
1	M.S. Vashisth	Production Officer	23, 26, 28, 30 th April, 2021
2	Mani BR	AM (QC)	
3	Praveen Kumar	Lab Asstt.	
4	Amit Kumar	Production Officer	
5	Sushila Devi	MPA	
6	Manu Malik	AM(Prodn.)	24, 27 & 29 th April, 2021
7	Sharif Alam	AO (QC)	
8	Pawan Kumar	Lab Asstt.	
9	Garima Gaur	Lab Asstt.	
10	Jitendra Kumar	Asstt. (QC) Gd-I	
11	Outsource staff		

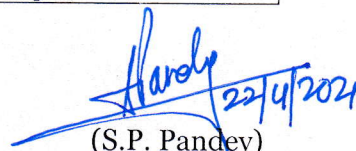
DIRECTOR (COMMERCIAL) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Anand Kumar	PS	23, 26, 28, 30 th April, 2021
2.	Bhola Dutt	Office Attendant Gd.I	
3.	Outsource Staff		24, 27 & 29 th April, 2021

SR. GENERAL MANAGER (LEGAL & CORPORATE AFFAIRS)

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Shashi	PS	24, 27 & 29 th April, 2021
2	Jag Mohan	MPA	23, 26, 28, 30 th April, 2021

This issues with the approval of Competent Authority.


(S.P. Pandey)

Asstt. General Manager (HR)

Distribution:-

1. Director (Finance) / Director (Commercial), NSC, Corporate Office.
2. All Head of Departments, Corporate Office with the request to bring the contents of this circular to all the staff working.
3. PS to CMD.
4. Notice Board.
5. IT Cell for uploading on NSC's website for staff working in Corporate Office.
5. Guard file.