

NATIONAL SEEDS CORPORATION LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING)

BEEJ BHAWAN, PUSA COMPLEX,

NEW DELHI-110012

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

Dated: 07th January, 2022**CIRCULAR**

**Sub.: Preventive measures to contain the spread of Novel Coronavirus (COVID-19)
– Attendance of officials of NSC – reg.**

In compliance with DPE OM No./0037/2014-GM-FTS-1867 dated 06.01.2022, it has been decided by the Competent Authority that all Executive staff (E-o & above) will regularly attend the office, while Non- Executive staff (NS-o to S-4) including outsource staff will attend office as per the roster submitted by respective HOD at Corporate Office with 50% physical attendance **till 31st January, 2022 or till further orders whichever is earlier.** All Non-Executive staff is instructed to be available on telephone and electronic means of communication at all times and should attend office, if called for any exigency of work. **The following roster will be applicable w.e.f. 10th January 2022 –**

CMD SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Ashwani Kumar	Trainee (Stenographer)	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2.	Ram Prasad	MPA	
3.	Bimla Chauhan	Sr. Steno Gd. II	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
4.	Vijay Kumar Behra	Office Attendant Gd.I	

CS DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Santosh	Office Attendant Gd.I	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Meena Raina	Sr. Asstt. (HR)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022

DIRECTOR (FINANCE) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Ram Kirpal	MPA	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2.	Outsource Staff (DEO)		11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022

ENGINEERING DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Chetan Chauhan	Programmer Gd-I	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Vijender Singh Kain	Asstt. (HR) Gd.I	
3	Savita Chahal	Steno. Gd-I	
4	Bhagat Ram	MPA	
5	Vijay Kr. Badaya	Jr. Engg. (Agri.) Engg.)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
6	Tanuj Kumar	Technician Gd-I	
7	Outsource (Labour)		

Outsource (Electrician) is will attend office daily, as he is alone in HO to look after electricity work

F&A DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date/Days on which duty to be attended
1	Jyoti Mandral	Asstt. (Accts.) G-II	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Harendra	Asstt. (Accts.) Gd.V	
3	Maresh Yadav	Asstt. (Accts.) Gd.V	
4	Naveen Kumar	Asstt. (Accts.) Gd-II	
5	Usha Grover	Steno. Gd-I	
6	Devi Dass	MPA	
7	Outsource staff (DEO)		
8.	Outsource staff (MTS)		
9	Consultant (Dinesh Kwatara)		
10	Madhusudan Verma	AO(F&A)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
11	Neelam Sharma	Asstt. (Accts.) Gd.II	
12	Akshay Juneja	Asstt. (Accts.) Gd.V	
13	Monika Kamra	Asstt. (Accts.) Gd-V	
14	Anika Singh	Asstt. (Accts.) Gd.V	
15	Ssaurabh Aggarwal	Trainee (Accts.)	
16	Divya	Trainee (Stenographer)	
17	Naresh Singh	MPA	

HUMAN RESOURCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Trapti Kukreti	Asstt. (HR)	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	P. N. Anila	Asstt. (HR)	
3	Ravi Sharma	Asstt. (HR)	
4	Devanshu Umredkar	Asstt. (HR)	
5	Reema	Trainee (Stenographer)	
7	Rajender Rai	Office Attendant Gd-I	
8	Gajendra Singh	MPA	
9	Outsource Staff (Steno)		
10	Raj Kumar Verma	Asstt. (HR)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
11	B. K. Mishra	Asstt. (HR)	
12	Mukesh Kumar	Asstt. (HR)	
13	Akash Kumar Tanjay	DEO Gd-V	
14	Ajay Kumar	Sr. Trainee (HR)	
15	Ekta Yadav	Trainee (HR)	
16	Babu Ram Kushwaha	Head Security Gaurd	
17	Outsource Staff (DEO)		
18	Outsource Staff (Labour)		

MARKETING DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Deep Sharma	Asstt. Officer (Mktg.)	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Manjumohitha B N	Sr. Trainee (Mktg.)	
3	Isha Sharma	Trainee (Stenographer)	
4	Naresh Kumar	Asstt. (Mktg.) Gd-I	
5.	Dinesh Kumar	MPA	
6	Kharak Singh	Asstt. (Mktg.) Gd-I	
7	Yatendra Sharma	Sr. Asstt. (Stores)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
8	Prem Singh	Office Attendant Gd-I	
9	Outsource Staff (DEO)		
10	Outsource Staff (Labour)		



MATERIALS MANAGEMENT DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Shubham Sahu	Asstt. (Logistics) Gd-I	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Outsource staff (DEO)		
3	Roopal Sharma	Asstt. (Logistics) Gd-I	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
4	Sanjay Phulvani	Trainee (Purchase)	

PRODUCTION DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Naveen Kumar	Asstt. (Agri.) Gd-I	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Yogesh Kumar	Asstt. (Agri.) Gd-V	
3	Ravi Verma	Trainee (Stenographer)	
4	Outsource Staff (DEO)		
5	Relisha Ranjan	Asstt. (Agri.) Gd-I	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
6	Khubi Ram	Asstt. (HR) Gd-II	
7	Outsource Staff (DEO)		
8	Outsource Staff (MTS)		

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	Garima Gaur	Lab Asstt.	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Praveen Kumar	Lab Asstt.	
3	Outsource staff (MTS)		
4	Jitendra Kumar	Asstt. (QC)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
5	Pawan Kumar	Lab Asstt.	
6	Outsource staff (DEO)		
7	Outsource staff (MTS)		

SR. GENERAL MANAGER (LEGAL & CORPORATE AFFAIRS)

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1.	Vikas Sharma	Asstt. (Legal) Gd-I	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
2	Jag Mohan	MPA	

VIGILANCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Ritu	Trainee (Stenographer)	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Sonia	Trainee (HR)	
3	Kumari Mona	Asstt. (Mktg.) Gd-I	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
4	Manoj Kumar Patwal	Asstt. (HR) Gd-II	
5.	Bhola Dutt	MPA	

WELFARE DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Pankaj Teotia	Asstt. (HR)	10, 12, 14, 17, 19, 21, 24, 27, 29 January 2022
2	Sekhar Gouda	Asstt. (HR)	
3	Channamallayya	Asstt. (HR)	
4	Daya Kishan	Asstt. (HR)	
5	Yogender Singh	Dispatch Rider	
6	Rajendra Prasad Pagolu	Sr. Asstt. (Stores)	11, 13, 15, 18, 20, 22, 25, 28, 31 January 2022
7	H C Poddar	Asstt. (HR)	
8	Naresh Kumar	Regular Worker Gd-III	
9	Outsource Staff (MTS)		
10	Outsource Staff (Hindi Steno)		

Prem Kumar, Helper (Elect.) Gd-II will attend office daily, as he is care taker of Farm Bhawan, Nehru Place and also look after electricity work at Farm Bhawan.

In case of employees working at Regional Offices & Farms, Regional Manager / Head of Farm of respective RO/ Farm is authorized to issue orders, following the DPE, DoPT guidelines issued so far, keeping in view the respective state government guidelines and work exigencies into consideration.

It is also for information that all Officers and staffs who attend office will observe staggered timings issued under Office Order (1109) dated 01.01.2022.

This issues with the approval of Competent Authority.


(S.P. Pandey)
Dy. General Manager (HR)

Distribution:-

1. Director (Finance), 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. APS to CMD.
4. Notice Board.
5. IT Cell for uploading on NSC's website for staff working in Corporate Office.
5. Guard file.