

NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI – 110012.

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

Date 20 September, 2018

CIRCULAR

It has been observed that at the time of superannuation of the employee "No Dues Certificate" is being issued by concerned Regional Office/Farms for no dues pending for recovery, accordingly retirement benefits is being paid to the retired employee. Later on F&A department of the concerned Regional Office/Farm and Corporate Office and in some cases other Regional Offices are bringing the cases of non-realisation/settlement of credit sale & growers advance made etc. by the Official concerned during his/her service period. In such cases due to non-recovery of credit sale, unsettled growers advance and any other unsettled account etc. Corporation faces economical loss.

In view of the above & in order to stream line the procedure, separate proforma for Regional Offices, Farm Offices and Corporate Office has been prepared, which is enclosed as Annexure-I, II & III respectively. Regional Manager and Head of Farm may include the level/authority from where the clearance may also be needed.

Further, it is informed that before issuing "No Dues Certificate" to retiring employee, Regional Manager will ensure that nothing is due to be recovered from the retiring employees of the concerned Regional Office/Area Office, Head of Farm for the employee's retiring from the respective farm and Head of Department of Corporate Office for the employee's working under his/her control. After confirmation that nothing is due to be recovered from the retiring employee (any reason what so ever), Regional Manager/Head of Farm/HOD of Corporate Office will sign on the "No Dues Certificate", which will be the confirmation that nothing is due to be recovered from the concerned retiring employee and after this confirmation any amount comes for recovery against the concerned retired employee, the Officer who has issued no dues will be held responsible for such recoverable amount and the amount will be recovered from him.


20.09.18
(B.B. Saw)

Sr. General Manager (HR)

Circulated to:

1. All Head of Farms, NSC.
2. All RMs, NSC.
3. All Divisional Heads at Corporate Office.
4. Director (Finance), NSC, New Delhi.
5. CVO/Addl. GM (HR)/ Company Secretary/ Addl. GM (QC)/ DY. GM (MM), NSC, Corporate Office.
6. PS to CMD.
7. IT Cell for uploading on NSC's website.
8. Guard File.

राष्ट्रीय बीज निगम लिमिटेड

बीज भवन, पूसा परिसर

नई दिल्ली -110012

अदेय प्रमाण पत्र (No Dues Certificate) (For Employees posted at Farms)

1. नाम (श्री/श्रीमती/कुमारी/सुश्री) _____
Name of Employee (S/Sh./Smt./Km.)
2. पदनाम _____
Designation
3. वर्तमान कार्यस्थल _____
Present Place of Posting
4. उक्त अधिकारी/कर्मचारी के सेवानिवृत्ति उपरान्त पत्र व्यवहार के लिए पता (पिन कोड सहित) _____
Address of Employee for communication after retirement with Pincode
5. मोबाईल नम्बर (Mobile Number) _____

सम्बद्ध विभागों/अनुभागों द्वारा अदेयता सम्बन्धी विवरण

विभाग	बकाया/देय/बाकी	अनुभागाध्यक्ष के हस्ताक्षर
उत्पादन (Production)		
सामग्री प्रबन्धन (M.M.)		
भण्डार (Store)		
वित्त एवं लेखा (F&A)		
मानव संसाधन (HR)		
अभियांत्रिकी (Engineering)		
बीज विधायन (Seed Processing)		
सुरक्षा (Security)		
सिविल (Civil)		
केयर टेकर (Care Taker)		
खण्ड प्रभारी		
चक प्रभारी		
फार्म प्रमुख द्वारा सत्यापित (Certified by Head Of Farm)		
Countersigned by concerned Divisional Head at Corporate Office		

राष्ट्रीय बीज निगम लिमिटेड

बीज भवन, पूसा परिसर

नई दिल्ली -110012

अदेय प्रमाण पत्र (No Dues Certificate)

(For Employees posted at Area Offices/Regional Offices)

- नाम (श्री/श्रीमती/कुमारी/सुश्री)
Name of Employee (S/Sh./Smt./Km.)
- पदनाम
Designation
- वर्तमान कार्यस्थल
Present Place of Posting
- उक्त अधिकारी/कर्मचारी के सेवानिवृत्ति उपरान्त
पत्र व्यवहार के लिए पता (पिन कोड सहित)
Address of Employee for communication
after retirement with Pincode
- मोबाईल नम्बर (Mobile Number)

सम्बद्ध विभागों/अनुभागों द्वारा अदेयता सम्बन्धी विवरण

प्रक्षेत्रीय कार्यालय (Area Office)-If posted at Area Office		
विभाग	बकाया/देय/बाकी	अनुभागाध्यक्ष के हस्ताक्षर
उत्पादन (Production)		
विपणन (Marketing)		
भण्डार (Store)		
प्रक्षेत्रीय प्रबन्धक द्वारा सत्यापित (Certified by Area Manager)		
क्षेत्रीय कार्यालय (Regional Office)- Applicable for employee working in A.O./R.O.		
विपणन (Marketing)		
उत्पादन (Production)		
भण्डार (Store)		
वित्त एवं लेखा (F&A)		
मानव संसाधन (HR)		
अभियंत्रिकी (Engineering)		
क्षेत्रीय प्रबन्धक द्वारा सत्यापित (Certified by Regional Manager)		
Countersigned by concerned Divisional Head at Corporate Office		

राष्ट्रीय बीज निगम लिमिटेड

बीज भवन, पूसा परिसर

नई दिल्ली -110012

अदेय प्रमाण पत्र (No Dues Certificate) (For Employees posted at Corporate Office)

1. नाम (श्री/श्रीमती/कुमारी/सुश्री)
Name of Employee (S/Sh./Smt./Km.)
2. पदनाम
Designation
3. वर्तमान कार्यस्थल
Present Place of Posting
4. उक्त अधिकारी/कर्मचारी के सेवानिवृत्ति उपरान्त
पत्र व्यवहार के लिए पता (पिन कोड सहित)
Address of Employee for communication
after retirement with Pincode
5. मोबाईल नम्बर (Mobile Number)

सम्बद्ध विभागों/अनुभागों द्वारा अदेयता सम्बन्धी विवरण

विभाग	बकाया/देय/बाकी	अनुभागाध्यक्ष के हस्ताक्षर
वित्त एवं लेखा विभाग (F&A)		
मानव संसाधन विभाग (HR)		
अभियंत्रिकी विभाग (Engineering)		
विपणन विभाग (Marketing)		
उत्पादन विभाग (Production)		
सामाग्री प्रबन्धन विभाग (M.M.)		
गुणवत्ता नियंत्रण विभाग (Quality Control)		
प्रचार विभाग/पुस्तकालय (Publicity/Liabrary)		
भण्डार कक्ष (Store)		
सतर्कता अनुभाग (Vigilance)		
सूचना एवं तकनीकी अनुभाग (I.T.)		
कल्याण अनुभाग (Welfare)		
थ्रिफ्ट एवं क्रेडिट सोसाईटी (T & C Society)		
Countersigned by concerned Divisional Head at Corporate Office		