

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

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

Dated 18.04.2020

OFFICE ORDER

Sub:- Instruction for attending office in compliance with OM issued under F.No. 10037/2014-GM-FTS-1867 dated 16.04.2020 of DPE.

This is in continuation to NSC Circular issued under file of even No. dated 16.04.2020 based on Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 15.04.2020 & DPE OM issued under File No. 10037/2014-GM-FTS-1867 dated 16.04.2020. Wherein, it has been directed that the Ministry & departments and Offices under their control are to function w.e.f. 20.04.2020 with 100% attendance of Deputy Secretary & above. Remaining officers and staff to attend upto 33% as per requirement upto 03.05.2020 to contain the spread of Covid-19 in the country.

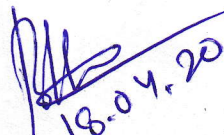
2. Accordingly, in compliance with the above orders/circular it may be stated that in order to maintain essential services & exigencies of work within National Seeds Corporation Ltd., all NSC offices i.e. Corporate Office & Regional Offices shall start functioning from their respective premises w.e.f. 20.4.2020 as under:-

(A) At Corporate Office, NSC Ltd.:-

- (i) In this context, it has been decided by the Competent Authority that the Corporate Office of NSC at New Delhi will be functioning with 100% attendance of DGM & above levels equivalent to Deputy Secretary & above w.e.f. 20.04.2020 for continuing agriculture activities without interruption and all other officers & staff upto AGMs & below level will attend upto 33% (1/3rd of the concerned department) who are required to rendered essential service within each department, keeping the work and production exigencies into consideration.
- (ii) In view of the above the below mentioned employees are directed to attend the office on the date & days mentioned against each of them. In case, any employee is facing problem to commute from his residence to Office due to lockdown, an authorization letter will be issued to him by HR Department on the written request of the concerned employee.

VIGILANCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	Jagdish Singh Rajpurohit	Sr. Asstt. (Vig.)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	Aakash	Outsource Staff	



Tuesday & Friday			
1	Shankar Lal Vaishnav	AM (Vig.)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Virender Singh	Law Officer	
3	Rajender Rai	Officer Attendant Gd.I	
Wednesday & Saturday			
1	Yograj Sharma	Asstt. (HR) Gd.II	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Neeraj	Outsource Staff	

CA, CS & LEGAL DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	Deeksha Pandey	MT (Legal)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	B.S. Tyagi	Steno Gd.I	
Tuesday & Friday			
1	Aayushi Kanodia	ACS	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Rajesh Kumar	PS	
Wednesday & Saturday			
1	Meena Raina	Sr. Asstt. (HR)	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Vikas Sharma	Asstt. (Legal) Gd.I	
3	Santosh	Office Attendant Gd.I	

ENGG./IT DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	Chander Shekhar	Manager (Engg.)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	Chetan Chauhan	Programmer	
Tuesday & Friday			
1	Rajesh Nautiyal	AM (Engg.)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Umesh Sharma	AM (IT)	
Wednesday & Saturday			
1	Rajesh Chauhan	Officer (IT)	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Vijay Kr. Badaya	Jr. Engg.	

DIRECTOR (FINANCE) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday, Wednesday & Friday			
1.	Sunita Sahney	PS	20.04.2020, 22.04.2020, 24.04.2020, 27.04.2020, 29.04.2020 & 01.05.2020
Tuesday, Thursday & Saturday			
2.	Vikas Dhiman	Outsource Staff	21.04.2020, 23.04.2020, 25.04.2020, 28.04.2020, 30.04.2020 & 02.05.2020

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Monday, Wednesday & Friday			
3.	Gajender	MPA	20.04.2020, 22.04.2020, 24.04.2020, 27.04.2020, 29.04.2020 & 01.05.2020

CMD SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday, Wednesday & Friday			
1.	Shanta Sharma	PS	20.04.2020, 22.04.2020, 24.04.2020, 27.04.2020, 29.04.2020 & 01.05.2020
2.	Ram Prasad	MPA	
Tuesday, Thursday & Saturday			
3.	Vimla Chauhan	Sr. Steno Gd. II	21.04.2020, 23.04.2020, 25.04.2020, 28.04.2020, 30.04.2020 & 02.05.2020
4.	Rohit	Asstt(HR) Gd.V	
5.	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
Monday & Thursday			
1	V.S. Pandey	Manager (Prodn.)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	Babita Sharma	Manager (Prodn.)	
3	Shashi Mahani	PS	
4	Yogesh Kumar	Asstt. (Agri.)	
Tuesday & Friday			
1	Ramesh Chandra	Manager (Prodn.)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Inder Bhusan	AO (Statistic)	
3	V.K. Tomar	Horti. Officer	
4	Jagmohan	R.W.	
Wednesday & Saturday			
1	Y.K. Ujjwal	AM (Prodn.)	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Deepti Agnihotri	Prodn. Officer	
3	Khubiram	Asstt. (HR) Gd.II	
4	Prem	Vehicle Driver Gd.II	

MM DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	Priyam Bhardwaj	Manager (MM)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	Shubham Sahu	Sr. Trainee	
3	Ramkirpal	MPA	
Tuesday & Friday			
1	Ramphal	Supervisor (HR)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Rama	Sr. Asstt. (HR)	
3	Ramdrash	MPA	

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Wednesday & Saturday			
1	Deep Sharma	Supervisor (Mktg.)	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Piyush Gosain	Asstt. (Agri.) Gd.I	

WELFARE DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	Dharmendra Kumar	Manager (HR)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	B.S. Rawat	Officer (Translation)	
3	Ashok Kumar	Asstt. (HR) Gd.II	
4	Karam Singh	Sr. Photocopier Operator	
5	Naresh Kumar	R.W. Gd.III	
Tuesday & Friday			
1	Deepika Rani	AM (Rajbhasha)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Sekhar Gouda	Asstt. (HR) Gd.II	
3	Pankaj Teotia	Asstt. (HR) Gd.V	
4	Harkesh	Safai Karmi Gd.I	
5	Rajinder	Outsource Staff	
Wednesday & Saturday			
1	HC Poddar	Asstt. (HR) Gd.I	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Rajender Pd. Pagolu	Sr. Asstt. (Store)	
3	Daya Krishan Kargeti	Asstt. (HR) Gd.II	
4	Yoginder Singh	D.Rider	
5	Suman	Outsource Staff	

CIVIL ENGG. DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Wednesday			
1	R.K. Kaswan	AGM (Civil) Engg.	20, 22, 27 & 29.04.2020
Tuesday & Thursday			
2	Pramod Kumar	Manager (Elect.)	21, 23, 28 & 30.04.2020
Friday & Saturday			
3	Tanuj Kumar	Technician Gd.I	24 & 25.04.2020 and 01 & 02.05.2020

MARKETING DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	V.K. Sharma	AGM (Prodn.)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	Sanjeev Kumar	Manager (Prodn.)	
3	Vijay Veer Singh	Production Officer	
4	Darshana Kumari	APS	
5	Kamlesh	Assistant	
6	Sunil	Outsource Staff	

Tuesday & Friday			
1	Neeraj Bhatia	AGM (Agri. Engg.)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Gajanand Singh	Manager (Prodn.)	
3	Kharak Singh	Asstt. (HR) Gd.II	
4	Mohini Bijilani	Steno Gd.I	
5	Yatender Kumar	Sr. Asstt. (Store)	
6	Dinesh Kumar	MPA	
Wednesday & Saturday			
1	M.S. Rawat	Manager (Prodn.)	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	M.S. Kundu	AM (Prodn.)	
3	Asha	Outsource Staff	
4	Naresh Kumar	Asstt. (HR) Gd.II	
5	Prem Singh	Office Attendant Gd.I	
6	Manjula Sharma	Supervisor (Acctts.)	

HUMAN RESOURCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	A.Sarkar	AM (HR)	20.04.2020, 23.04.2020, 27.04.2020 & 30.04.2020
2	B.K. Mishra	Asstt. (HR) Gd.II	
3	Trapti Kukreti	Asstt. (HR) Gd.II	
4	Akash Kumar Tanjay	DEO Gd.V	
5	Trishna Verma	Sr. Trainee (HR)	
6	Babu Ram Kushwaha	Head Security Guard	
Tuesday & Friday			
1	Pooja Sharma	AM (HR)	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
2	Balram Singh	PS	
3	P N Anila	Asstt. (HR) Gd.II	
4	Mukesh Kr. Rai	Asstt. (HR) Gd.II	
5	Ravi Sharma	Asstt. (HR) Gd.V	
6	Kavita	Outsource Staff	
Wednesday & Saturday			
1	S.P. Pandey	AGM (HR)	22.04.2020, 25.04.2020, 29.04.2020 & 02.05.2020
2	Asha Rani	Sr. Asstt. (HR)	
3	R.K. Verma	Asstt. (HR) Gd.I	
4	Devanshu Umredkar	Asstt. (HR) Gd.V	
5	Iram Gani	Sr. Trainee (HR)	
6	Ashok Kumar	MPA	
7	Triveni Rai	Outsource Staff	

F&A DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date/Days on which duty to be attended	
1	Sunil Kr. Singh	AGM (F&A)	20.04.2020, 22.04.2020, 24.04.2020, 27.04.2020, 29.04.2020 & 01.05.2020	Monday, Wednesday, Friday
2	Anand Swarup	AGM (F&A)		Monday, Wednesday, Friday
3	Hema Rathore	AM (F&A)		Monday, Wednesday, Friday
4	Mahesh Yadav	Asstt. (Acctts.) Gd.V		Monday, Wednesday, Friday
5	Harendra	Asstt. (Acctts.) Gd.V		Monday, Wednesday, Friday
6	Usha Grover	Steno Gd.I		Monday, Wednesday, Friday
7	Neelam Sharma	Asstt. (Acctts.) Gd.II	20.04.2020, 25.04.2020, 27.04.2020 & 02.05.2020	Monday, Saturday
8	S.K. Arora	AM (F&A)	21.04.2020, 23.04.2020, 25.04.2020, 28.04.2020, 30.04.2020 & 02.04.2020	Tuesday, Thursday, Saturday
9	Madhusudan Verma	Supervisor (Acctts.)		Tuesday, Thursday, Saturday
10	Naveen Kumar	Asstt. (Acctts.) Gd.II		Tuesday, Thursday, Saturday
11	Akshay Juneja	Asstt. (Acctts.) Gd.V		Tuesday, Thursday, Saturday
12	Jyoti Mandral	Asstt. (Acctts.) Gd.II	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020	Tuesday, Friday
13	Anand Rawat	Accounts Officer	21.04.2020, 23.04.2020, 28.04.2020 & 30.04.2020	Tuesday, Thursday
14	Hemu Kumari	PS		Tuesday, Thursday
15	Dinesh Kawatra	Asstt. (Acctts.) Gd.I	23.04.2020, 25.04.2020, 30.04.2020 & 02.04.2020	Thursday, Saturday
16	Devi Dass	Office Attendant Gd.I	22.04.2020, 25.04.2020, 29.04.2020 & 02.04.2020	Wednesday, Saturday

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. Vashistha	Production Officer	20.04.2020, 23.04.2020, 27.04.2020, & 30.04.2020
2	Amit Kumar	Production Officer	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
3	Sharif Alam	AO (QC)	22.04.2020, 25.04.2020, 29.04.2020 & 02.04.2020
4	Praveen Kumar	Lab Asstt.	20.04.2020, 23.04.2020, 27.04.2020 & 02.05.2020
5	Pawan Kumar	Lab Asstt.	21.04.2020, 24.04.2020, 28.04.2020 & 01.05.2020
6	Garima Gaur	Lab Asstt.	20.04.2020, 23.04.2020, 27.04.2020, & 30.04.2020
7	Sushila Devi	MPA	21.04.2020, 24.04.2020, 28.04.2020 & 02.05.2020
8	Mani BR	MT (QC)	20.04.2020, 23.04.2020, 27.04.2020, & 30.04.2020
9	Titendra Kumar	Sr. Trainee (QC)	21.04.2020, 24.04.2020, 28.04.2020 & 02.05.2020
10	Neelam	Outsource staff	20.04.2020, 23.04.2020, 27.04.2020, & 30.04.2020

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DIRECTOR (COMMERCIAL) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday, Wednesday & Friday			
1.	Anand Kumar	APS	20.04.2020, 22.04.2020, 24.04.2020, 27.04.2020, 29.04.2020 & 01.05.2020
Monday, Wednesday & Friday			
2.	Bhagat Ram	Office Attendant Gd.I	20.04.2020, 22.04.2020, 24.04.2020, 27.04.2020, 29.04.2020 & 01.05.2020
Tuesday, Thursday & Saturday			
3.	Surjudin Ansari	Outsource Staff	21.04.2020, 23.04.2020, 25.04.2020, 28.04.2020, 30.04.2020 & 02.05.2020

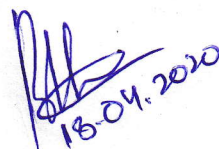
- (iii) Outsource employees for maintenance and upkeep of Office such as security service and other facility management services (Housekeeping services, canteen services, office management services etc.) are to attend office w.e.f. 20.04.2020 in terms of Para 14 (viii) of above referred MHA Order.

(B) At Regional Offices

- (i) 100% attendance is mandatory for officers of DGM & above w.e.f. 20.04.2020.
- (ii) Respective Regional Offices to prepare a roster in respect of other employees so that not more than 1/3rd of the strength attends the office till lifting of lockdown on 03.05.2020. Outsourced employees shall also be counted for the purpose.

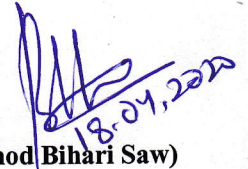
(C) Other guidelines to be followed at NSC Head Quarter/Regional Offices/Farms.

- (i) The other guidelines regarding maintaining social distancing, compulsory wearing of masks at all times, mandatory thermal screening of all employees & visitor, provision of hand sanitizers in common places, restriction of visitors & meetings etc shall be strictly followed. Farms will continue their work as per the existing system.
- (ii) The officers and employees who are resident of hotspots declared as such by concerned State/UT Government are however exempt from attendance in terms of Para 2 of ibid MHA Order subject to intimation about containment zone of their respective residential area with relevant documentary evidence in this regard.
- (iii) All Officers & employees, including outsourced employees, are instructed to compulsorily download and use 'Aarogya Setu' app launched by Government of India on their mobile phones.


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3. All Officers and employees are also advised to strictly follow all the other guidelines/instructions issued by Ministry of Health and Family Welfare to contain spread of Covid-19. Further, this is subject to further guidelines, if any, issued by DPE, GOI.

This issues with the approval of the Competent Authority.



(Binod Bihari Saw)

Sr. General Manager (HR)

Distribution:-

1. Official concerned.
2. Director (Finance)/Director (Commercial), NSC, Corporate Office.
3. All Divisional Heads at Corporate Office.
4. All Regional Managers/Farm Head.
5. Addl. GM (Vig.)/Addl. GM (F&A-Wel.)/GM (CA) & CS /GM (MM), NSC, Corporate Office.
6. APS to CMD.
7. IT Cell.
8. Guard File