

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

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

Dated 02.05.2020

OFFICE ORDER

Sub:- Instruction for attending office in compliance with Ministry of Home Affairs Order issued under F.No. 40-3/2020-DM-I(A) dated 01.05.2020

This is in continuation to NSC Circular issued under file of even No. dated 18.04.2020 and Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 01.05.2020. Wherein, it has been directed that the lockdown period is extended for a further period of two weeks with effect from 04.05.2020 in order to contain the spread of Covid-19 in the country.

2. Accordingly, in compliance with the above order, 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. 04.05.2020 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. 04.05.2020 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.)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	Aakash	Outsource Staff	

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Tuesday & Friday			
1	Shankar Lal Vaishnav	AM (Vig.)	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
2	Virender Singh	Law Officer	
3	Rajender Rai	Officer Attendant Gd.I	
Wednesday & Saturday			
1	Yograj Sharma	Asstt. (HR) Gd.II	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	B.S. Tyagi	Steno Gd.I	
Tuesday & Friday			
1	Aayushi Kanodia	ACS	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
2	Rajesh Kumar	PS	
Wednesday & Saturday			
1	Meena Raina	Sr. Asstt. (HR)	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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.)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	Chetan Chauhan	Programmer	
Tuesday & Friday			
1	Rajesh Nautiyal	AM (Engg.)	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
2	Umesh Sharma	AM (IT)	
3	Vijender Singh Kain	Asstt. (HR) Gd.I	
Wednesday & Saturday			
1	Rajesh Chauhan	Officer (IT)	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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	04.05.2020, 06.05.2020, 08.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
Tuesday, Thursday & Saturday			
2.	Vikas Dhiman	Outsource Staff	05.05.2020, 07.05.2020, 09.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020



Monday, Wednesday & Friday			
3.	Gajender	MPA	04.05.2020, 06.05.2020, 08.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020

CMD SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday, Wednesday & Friday			
1.	Vimla Chauhan	Sr. Steno Gd. II	04.05.2020, 06.05.2020, 08.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
2.	Ram Prasad	MPA	
Tuesday, Thursday & Saturday			
3.	Rohit Kumar	Asstt(HR) Gd.V	05.05.2020, 07.05.2020, 09.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
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
Monday & Thursday			
1	V.S. Pandey	Manager (Prodn.)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	Babita Sharma	Manager (Prodn.)	
3	Shashi Mahani	PS	
4	Yogesh Kumar	Asstt. (Agri.)	
Tuesday & Friday			
1	Ramesh Chandra	Manager (Prodn.)	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
2	Inder Bhusan	AO (Statistic)	
3	V.K. Tomar	Horti. Officer	
4	Jagmohan	R.W.	
Wednesday & Saturday			
1	Y.K. Ujjwal	AM (Prodn.)	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	Shubham Sahu	Sr. Trainee	
3	Ramkirpal	MPA	
Tuesday & Friday			
1	Ramphal	Supervisor (HR)	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
2	Rama	Sr. Asstt. (HR)	
3	Ramdrash	MPA	
Wednesday & Saturday			
1	Deep Sharma	Supervisor (Mktg.)	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
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)	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
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	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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.	04.05.2020, 06.05.2020 , 11.05.2020 & 13.05.2020
2	Savita Chahal	Steno Gd.I	
3	Prem Kumar	Helper Gd.II (Elect.)	
Tuesday & Thursday			
4	Pramod Kumar	Manager (Elect.)	05.05.2020, 07.05.2020 , 12.05.2020 & 14.05.2020
5	Narender	Outsource Staff	
Friday & Saturday			
6	Tanuj Kumar	Technician Gd.I	08.05.2020, 09.05.2020, 15.05.2020 & 16.05.2020
7	Raju Rekwal	Outsource Staff	

MARKETING DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
Monday & Thursday			
1	Sanjeev Kumar	Manager (Prodn.)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	Vijay Veer Singh	Production Officer	
3	Darshana Kumari	APS	
4	Kamlesh	Assistant	
5	Sunil	Outsource Staff	



Tuesday & Friday			
1	Neeraj Bhatia	AGM (Agri. Engg.)	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
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.)	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
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 (Acetts.)	

HR DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.) & Designation	Date on which duty to be attended
1	A.Sarkar, AM (HR)	07.05.2020, 09.05.2020, 11.05.2020 & 14.05.2020
2	S.P. Pandey, AGM (HR)	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
3	Pooja Sharma, AM (HR)	05.05.2020, 08.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
4	Balram Singh, PS	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
5	Asha Rani, Sr. Asstt. (HR)	07.05.2020, 09.05.2020, 12.05.2020 & 15.05.2020
6	B.K. Mishra, Asstt. (HR) Gd.II	07.05.2020, 09.05.2020, 11.05.2020 & 14.05.2020
7	R.K. Verma, Asstt. (HR) Gd.I	05.05.2020, 08.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
8	Trapti Kukreti, Asstt. (HR) Gd.II	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
9	P.N. Anila, Asstt. (HR) Gd.II	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
10	Mukesh Kr. Rai, Asstt. (HR) Gd.II	05.05.2020, 08.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
11	Devanshu Umredkar, Asstt. (HR) Gd.V	04.05.2020, 06.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
12	Ravi Sharma, Asstt. (HR) Gd.V	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
13	Akash Kr. Tanjay, DEO Gd.V	05.05.2020, 08.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
14	Trishna Verma, Sr. Trainee (HR)	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
15	Iram Gani, Sr. Trainee (HR)	07.05.2020, 09.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
16	Ashok Kumar, MPA	07.05.2020, 09.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
17	Babu Ram Kushwaha, HSG	04.05.2020, 06.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
18	Kavita, Outsource Staff	05.05.2020, 08.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
19	Triveni, Outsource Staff	04.05.2020, 06.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020

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)	04.05.2020, 06.05.2020, 08.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020	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. (Accts.) Gd.V		Monday, Wednesday, Friday
5	Harendra, Asstt. (Accts.) Gd.V		Monday, Wednesday, Friday
6	Usha Grover, Steno Gd.I		Monday, Wednesday, Friday
7	Neelam Sharma, Asstt. (Accts.) Gd.II	04.05.2020, 09.05.2020, 11.05.2020 & 16.05.2020	Monday, Saturday
8	S.K. Arora, AM (F&A)	05.05.2020, 07.05.2020, 09.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020	Tuesday, Thursday, Saturday
9	Madhusudan Verma, Supervisor (Accts.)		Tuesday, Thursday, Saturday
10	Naveen Kumar, Asstt. (Accts.) Gd.II		Tuesday, Thursday, Saturday
11	Akshay Juneja, Asstt. (Accts.) Gd.V		Tuesday, Thursday, Saturday
12	Jyoti Mandral, Asstt. (Accts.) Gd.II	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020	Tuesday, Friday
13	Anand Rawat, Accounts Officer	05.05.2020, 07.05.2020, 12.05.2020 & 14.05.2020	Tuesday, Thursday
14	Hemu Kumari, PS		Tuesday, Thursday
15	Dinesh Kawatra, Asstt. (Accts.) Gd.I	07.05.2020, 09.05.2020, 14.05.2020 & 16.05.2020	Thursday, Saturday
16	Devi Dass, Office Attendant Gd.I	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020	Wednesday, Saturday
17	Pooja Rani, Asstt. (Accts.) Gd.V	04.05.2020, 06.05.2020, 11.05.2020 & 13.05.2020	Monday, Wednesday
18	Naresh, MPA	05.05.2020, 07.05.2020, 12.05.2020 & 14.05.2020	Tuesday, Thursday
19	Santoshi Devi, Office Attdn. Gd.I	04.05.2020, 08.05.2020, 11.05.2020 & 15.05.2020	Monday, Friday
20	Aman Mahajan, AO (F&A)	06.05.2020, 08.05.2020, 13.05.2020 & 15.05.2020	Wednesday, Friday

QUALITY CONTROL/QUALITY CONTROL LABORATORY(NORTH)

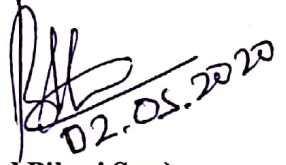
S.No.	Name of Employee (S/Sh./Smt./Ms./Dr.)	Designation	Date on which duty to be attended
1	M.S. Vashistha	Production Officer	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
2	Amit Kumar	Production Officer	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
3	Sharif Alam	AO (QC)	06.05.2020, 09.05.2020, 13.05.2020 & 16.05.2020
4	Praveen Kumar	Lab Asstt.	04.05.2020, 07.05.2020, 11.05.2020 & 16.05.2020
5	Pawan Kumar	Lab Asstt.	05.05.2020, 08.05.2020, 12.05.2020 & 15.05.2020
6	Garima Gaur	Lab Asstt.	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
7	Sushila Devi	MPA	05.05.2020, 08.05.2020, 12.05.2020 & 16.05.2020
8	Mani BR	MT (QC)	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020
9	Jitendra Kumar	Sr. Trainee (QC)	05.05.2020, 08.05.2020, 12.05.2020 & 16.05.2020
10	Neelam	Outsource staff	04.05.2020, 07.05.2020, 11.05.2020 & 14.05.2020

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	04.05.2020, 06.05.2020, 08.05.2020, 11.05.2020, 13.05.2020 & 15.05.2020
2.	Bhola Dutt	Office Attendant Gd.I	
Tuesday, Thursday & Saturday			
3.	Surjudin Ansari	Outsource Staff	05.05.2020, 07.05.2020, 09.05.2020, 12.05.2020, 14.05.2020 & 16.05.2020
4.	Bhagat Ram	Office Attendant Gd.I	

- (iii) Outsource employees for maintenance and unkeep 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. 04.05.2020 in terms of MHA Order No. 40-3/2020-DM-I(A) dated 01.05.2020
- (iv) In case any of the above mentioned date falls on public holiday then employees are advised to remain at the residence only.

This issues with the approval of the Competent Authority.


02.05.2020

(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