

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

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

Dated 19.05.2020

OFFICE ORDER

Sub:- Instruction for attending office in compliance with OM issued under F.No. 11013/9/2014-Estt. A. III dated 18.05.2020 of DOPT.

This is in continuation to NSC Circular issued under File of even No. dated 02.05.2020 & Department of Personnel and Training Office Memorandum dated 18.05.2020. Wherein, it has been directed that lockdown measures to contain the spread of COVID-19 shall continue for a period up to 31.05.2020.

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. 18.05.2020 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 AM & above levels w.e.f. 18.05.2020 for continuing agriculture activities without interruption and all other officers & staff will attend upto 50% on every alternate days. Those Officers/Staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- (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	Days on which duty to be attended
1	Jagdish Singh Rajpurohit	Sr. Asstt. (Vig.)	Monday, Wednesday & Friday
2	Virender Singh	Law Officer	
3	Akash	Outsource Staff	
1	Yograj Sharma	Asstt. (HR) Gd.II	Tuesday, Thursday & Saturday
2	Neeraj	Outsource Staff	
3	Rajender Rai	Officer Attendant Gd.I	

WELFARE DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	B.S. Rawat	Officer (Translation)	Monday, Wednesday, Friday
2	Ashok Kumar	Asstt. (HR) Gd.II	
3	Karam Singh	Sr. Photocopier Operator	
4	Naresh Kumar	R.W. Gd.III	
5	Sekhar Gouda	Asstt. (HR) Gd.II	
6	Pankaj Teotia	Asstt. (HR) Gd.V	
1	Harkesh	Safai Karmi Gd.I	Tuesday, Thursday & Saturday
2	Rajinder	Outsource Staff	
3	HC Poddar	Asstt. (HR) Gd.I	
4	Rajender Pd. Pagolu	Sr. Asstt. (Store)	
5	Daya Krishan Kargeti	Asstt. (HR) Gd.II	
6	Yoginder Singh	D.Rider	
7	Suman	Outsource Staff	All days in a week
1	R K Jharware	Driver	
2	Ram Singh	Driver	
3	Satyanarayan	Driver	
4	Khem Singh	MPA	

CA, CS & LEGAL DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	B.S. Tyagi	Steno Gd.I	Monday, Wednesday & Friday
2	Meena Raina	Sr. Asstt. (HR)	
3	Santosh	Office Attendant Gd.I	
1	Rajesh Kumar	PS	Tuesday, Thursday & Saturday
2	Vikas Sharma	Asstt. (Legal) Gd.I	

Engg./IT DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	Chetan Chauhan	Programmer	Monday, Wednesday & Friday
2	Vijender Singh Kain	Asstt. (HR) Gd.I	
1	Rajesh Chauhan	Officer (IT)	Tuesday, Thursday & Saturday
2	Vijay Kr. Badaya	Jr. Engg.	

CIVIL/ELECT. ENGG. DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	Savita Chahal	Steno Gd.I	Monday, Wednesday & Friday
2	Bhagat Ram	Office Attendant Gd.I	
3	Narendra	Outsource Staff	
1	Tanuj	Technician Gd.I	Tuesday, Thursday & Saturday
2	Prem	Helper Gd.II (Elect.)	
3	Raju	Outsource Staff	

MM DIVISION

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	Ramphal	Supervisor (HR)	Monday, Wednesday & Friday
2	Shubham Sahu	Sr. Trainee	
3	Ramdrash	MPA	
4	Puneet Vij	Outsource Staff	
5	Deep Sharma	Supervisor (Mktg.)	Tuesday, Thursday & Saturday
6	Rama	Sr. Asstt. (HR)	
7	Piyush Gosain	Asstt. (Agri.) Gd.I	
8	Ramkirpal	MPA	

PRODUCTION DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Date on which duty to be attended
1	Deepti Agnihotri	Prodn. Officer	20, 22, 26, 28 & 30.05.2020
2	V.K. Tomar	Horti. Officer	19, 21, 23, 27 & 29.05.2020
3	Shashi Mahani	PS	20, 22, 26, 28 & 30.05.2020
4	Indra Bhushan	AO (Statistic)	19, 21, 23, 27 & 29.05.2020
5	Yogesh Kumar	Asstt. (Agri.)	20, 22, 26, 28 & 30.05.2020
6	Khubi Ram	Asstt. (HR) Gd.II	21, 23, 27 & 29.05.2020
7	Prem Kumar	Vehicle Driver Gd.II	20, 22, 26, 28 & 30.05.2020
8	Jagmohan	R.W. Gd.I	19, 21, 23, 27 & 29.05.2020

HUMAN RESOURCE DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	Balram Singh	PS	Monday, Wednesday & Friday
2	B.K.Mishra	Asstt. (HR) Gd.II	
3	Trapti Kukreti	Asstt. (HR) Gd.II	
4	Mukesh Kr. Rai	Asstt. (HR) Gd.II	
5	Devanshu Umredkar	Asstt. (HR) Gd.V	
6	Trishna	Sr. Trainee (HR)	
7	Babu Ram	Head Security Guard	
8	Ashok Kumar	MPA	
1	Asha Rani	Sr. Asstt. (HR)	Tuesday, Thursday & Saturday
2	Raj Kumar Verma	Asstt. (HR) Gd.I	
3	P.N. Anila	Asstt. (HR) Gd.II	
4	Ravi Sharma	Asstt. (HR) Gd.V	
5	Iram Gani	Sr. Trainee (HR)	
6	Akash Kumar Tanjay	DEO Gd.V	
7	Kavita	Outsource Staff	
8	Triveni	Outsource Staff	



F&A DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	Jyoti Mandral	Asstt. (Accts.) Gd.II	Monday, Wednesday & Friday
2	Harendra	Asstt. (Accts.) Gd.V	
3	Usha Grover	Steno Gd.I	
4	Santosh	MPA	
5	Neelam Sharma	Asstt. (Accts.) Gd.II	
6	Mahesh Yadav	Asstt. (Accts.) Gd.V	
7	Madhusudan Verma	Supervisor (Accts.)	
8	Arjun	Outsource Staff	
9	Aman Mahajan	AO (F&A)	
10	Devi Dass	Office Attendant Gd.I	
1	Anand Rawat	Accounts Officer	Tuesday, Thursday & Saturday
2	Dinesh Kawatra	Asstt. (Accts.) Gd.I	
3	V. Prabhakar	Asstt. (Accts.) Gd.II	
4	Naveen Kumar	Asstt. (Accts.) Gd.II	
5	Akshay Juneja	Asstt. (Accts.) Gd.V	
6	Pooja Rani	Asstt. (Accts.) Gd.V	
7	Hemu Kumari	PS	
8	Naresh Singh	MPA	
9	Pooja	Finance	

MARKETING DEPARTMENT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1	Vijay Veer Singh	Production Officer	20, 22, 26, 28 & 30.05.2020
2	Darshana Kumari	APS	
3	Kamlesh Kumari	Assistant (HR) Gd.I	
4	Sunil	Outsource Staff	
5	Naresh Kumar	Asstt. (HR) Gd.II	
6	Manjula Sharma	Supervisor (Accts.)	
1	Kharak Singh	Asstt. (HR) Gd.II	21, 23, 27 & 29.05.2020
2	Mohini Bijilani	Steno Gd.I	
3	Dinesh Kumar	MPA	
4	Yatender Kumar	Sr. Asstt. (Store)	
5	Prem Singh	Office Attendant Gd.I	
6	Asha	Outsource Staff	

DIRECTOR (FINANCE) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1.	Sunita Sahney	PS	Tuesday, Thursday & Saturday
2.	Gajender	MPA	
1.	Vikas Dhiman	Outsource Staff	Monday, Wednesday & Friday

CMD SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1.	Vimla Chauhan	Sr. Steno Gd. II	Monday, Wednesday & Friday
2.	Vijay Kumar Behra	Office Attendant Gd.I	
1.	Rohit Kumar	Asstt (HR) Gd.V	Tuesday, Thursday & Saturday
2.	Ram Prasad	MPA	

DIRECTOR (COMMERCIAL) SECRETARIAT

S.No.	Name of Employee (S/Sh./Smt./Ms.)	Designation	Days on which duty to be attended
1.	Anand Kumar	APS	Monday, Wednesday & Friday
2.	Bhola Dutt	Office Attendant Gd.I	
1.	Surjudin Ansari	Outsource Staff	Tuesday, Thursday & 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, 22, 26, & 27.05.2020
2	Amit Kumar	Production Officer	20, 21, 28, 29 & 30.05.2020
3	Sharif Alam	AO (QC)	20, 21, 23, 27 & 29.05.2020
4	Praveen Kumar	Lab Asstt.	20, 22, 26, 28 & 30.05.2020
5	Pawan Kumar	Lab Asstt.	21, 23, 27, & 29.05.2020
6	Garima Gaur	Lab Asstt.	20, 22, 26, 28 & 30.05.2020
7	Sushila Devi	MPA	21, 23, 27 & 29.05.2020
8	Jitendra Kumar	Sr. Trainee (QC)	21, 23, 27 & 29.05.2020
9	Neelam	Outsource staff	20, 22, 26, 28 & 30.05.2020

- (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. 18.05.2020.

(B) At Regional Offices

- (i) 100% attendance is mandatory for officers of Asstt. Manager & above w.e.f. 18.05.2020.
- (ii) Respective Regional Offices to prepare a roster in respect of other employees so that not more than 50% of the strength attends the office till lifting of lockdown on 31.05.2020. Outsourced employees shall also be counted for the purpose.

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

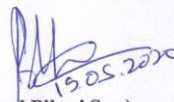
- (i) The other guidelines regarding maintaining social distancing, compulsory wearing of masks at all times, mandatory thermal screening of all employees & visitor, provision of hand sanitizers in common places, restriction of visitors & meetings etc shall be strictly followed. Farms will continue their work as per the existing system.

[Signature]
15.05.2020

- (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.
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.

In case any of the above mentioned date falls on public holiday then employees are advised to remain at their residence only.

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