

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

No.114(7)/2013-Pers./NSC

Dated : 22.8.2013

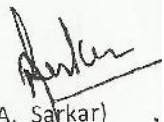
OFFICER ORDER 387

It has been decided by the Competent Authority that all Officers whose names are given at Annexure-I are to be given basic computer training to improve their skills. The above training will preferably be for one hour duration for five working days for 3 months. Accordingly, the official concerned has to undergo the basic computer training at their respective places of posting from a local reputed institute in the following areas identified for this purpose :-

1. Basic computer knowledge (How to operate computer with safe and sound).
2. Internet browsing especially with internet explorer inclusive of browser functionality like enable/disable cookies, enable/disable pop-up nlocke, enable/disable xss filter etc.
3. MS Office 2007 or later (important topics are MS Word, MS Excel and Power point including how to open, save, print, save in different name).
4. Abode acrobat (How to open, save, print, save in different names).
5. Printing preparation of various print format and printing the documents.
6. Internet connectivity: How to connect the computer with internet. How to connect printer over internet (Single printer for multiple computer).

This training programme is mandatory and will be taken in to account at the time of Annual Performance Appraisals of all concerned officials. For this purpose, a maximum amount of Rs.2,000/- per employee is sanctioned in principal for undergoing this training programme which will be initially borne by the respective officials concerned on their own and will be reimbursed on production of certificate of successful completion of training programme. The respective RM's are requested to reimburse the above amount to the concerned official under intimation to Head Office at appropriate time.

This issues with the approval of competent authority.


(A. Sarkar)

Assistant Manager(HR)

Encl: a/a.

Distribution :

1. All Area Managers concerned.
2. All Regional Managers, NSC
3. PS to Director (Finance)
4. PS to Director (Commercial)
5. PS to CMD
6. All HODs
7. Guard file.

S. NO.	NAME OF EMPLOYEE	DESIG.	PLACE OF POSTING		GR.
			RO	AO	
1	DP YADAV	AM(P)	Patna	Purnea	A
2	MM SINGH	AM(P)	Patna	Samstipur	A
3	RAJ PAL SINGH	ASO	Jaipur	Bharatpur	B
4	SK GANGULY	Manager(P)	Kolkata	Kolkata	A
5	QUIAM HUSSAIN	SO	Patna	Muzzafarpur	B
6	OM PRAKASH	ASO	Pune	Pune	B
7	BS HIREMATH	SO	Bangalore	Mysore	B
8	PC VERMA	SO	HO	Ministry	B
9	M SAMBI REDDY	SO	Secunderabad	Secunderabad	B
10	MS MATHUR	AGM(P)	Patna	Ranchi	A
11	Y VISHWANATHAM	AM(P)	Secunderabad	Warangal	A
12	SS SRIVASTAVA	AM(P)	Patna	Muzzafarpur	A
13	RADHA MOHAN	SO	Bhopal	Bhopal	B
14	DV SINGH	SO	Lucknow	Agra	B
15	MAIKU LAL	SO	Patna	Siwan	B
16	UK HOLLA	AM(P)	Bhopal	Bhopal	A
17	RK SINGH	MFA	Jaipur	Sriganganagar	C
18	PM VARSHNEY	SO	Lucknow	Etawah	B
19	GOVIND SINGH	SO	Bhopal	Indore	B
20	KISHAN CHAND SHARMA	SO	Jaipur	Sriganganagar	B
21	GC BATRA	AGM(P)	HO	Production	A
22	SAT PAL SINGH	SO	Bhopal	Indore	B
23	TEJOO RAM	SO	Lucknow	Varanasi	B
24	KG VENKAR	SO	Kolkata	Sambalpur	B
25	TA GOVINDA RAJU	SO	Bangalore	Bangalore	B
26	RAM KISHAN	AM(P)	Secunderabad	Kumool	A
27	S MOORKANAPPA	Manager(P)	Bangalore	Bangalore	A
28	PM SHIVAPPA	SO	Chennai	Chennai	B
29	M VENKATESH	AM(P)	Chennai	Trichy	A
30	NIHAL SINGH	ASO	Jaipur	Bharatpur	B
31	DB KHODA	ASO	Pune	Aurangabad	B
32	GAJRAJ SINGH	SO	Kolkata	Kolkata	B
33	JP SINGH	SO	Lucknow	Shahjanpur	B
34	RAJINDER SINGH	SO	Jaipur	Jodhpur	B
35	BHAGWATI PRASAD	SO	Secunderabad	QCL(S)	B
36	SN SINGH	Manager(P)	Lucknow	Shahjanpur	A
37	SUBASH GUPTA	SO	Lucknow	Gorakhpur	B
38	VS RANA	ASO	Bangalore	Bellary	B
39	RADHEY SHYAM	DGM(P)	Secunderabad	Secunderabad	A
40	MOHIT PRASAD	SO	Jaipur	Chittorgarh	B
41	SK SOOD	AM(P)	Patna	Muzzafarpur	A
42	KRISHAN KR.MALKANI	AM(P)	HO	Marketing	A
43	DK KAUL	AM(P)	HO	Marketing	A
44	SC SHARMA	ASO	Chandigarh	Jalandhar	B

S. NO.	NAME OF EMPLOYEE	DESIG.	PLACE OF POSTING		GR.
			RO	AO	
45	RAGHU RAJ SINGH	SO	Chandigarh	Chandigarh	B
46	HEMRAJ YADAV	SO	Chandigarh	Hissar	B
47	E CHANGALRAYALU	SO	Bangalore	Bellary	B
48	CP CHATURVEDI	ASO	Lucknow	Etawah	B
49	ALI HUSNAIN	ASO	Lucknow	Meerut	B
50	SL BAJPAI	AM(P)	Lucknow	Kanpur	A
51	SN YELIGAR	AM(P)	Bangalore	Davangere	A
52	BH PALVE	AM(P)	Pune	Pune	A
53	PREM CHAND	DGM(P)	Bhopal	Bhopal	A
54	ASHOK KUMAR	AM(P)	HO	Marketing	A
55	KPS VERMA	SO	Bhopal	Govindpura	B
56	ML VERMA	AM(P)	Chandigarh	Jalandhar	A
57	DP SINGH	ASO	Bangalore	Haveri	B
58	DD SAHARAN	SO	Lucknow	Hempur	B
59	KN JAYANNA	SO	Bangalore	Hebbal	B
60	G ANSAR PASHA	ASO	Bangalore	Hebbal	B
61	N VENKATGOWDA	AM(P)	Bangalore	Mysore	A
62	GN SHINDE	SO	Pune	Aurangabad	B
63	PK TYAGI	ASO	HO	Production	B
64	MADAN PAL LAL	ASO	Chandigarh	Karnal	B
65	SUDHIR KUMAR GUPTA	SO	Jaipur	Chittorgarh	B
66	MC RUHELA	SO	HO	Marketing	B
67	VK TIWARI	SO	Lucknow	Lucknow	B
68	IS SINGH	SO	Lucknow	Lucknow	B
69	RAIS ABBAS	ASO	Jaipur	Ajmer	B
70	SHAYAM BIHARI LAL	ASO	Bhopal	Rajkot	B
71	BK DHIMAN	SO	Chandigarh	Chandigarh	B
72	LR SINGH (SFCI_09.05.2013)	AM(P)	Jaipur	Jaipur	A
73	MN SINGH	ASO	Pune	Aurangabad	B
74	SK YERAWAR	AM(P)	Bhopal	Govindpura	A
75	VINAY KUMAR SHARMA	AM(P)	Chandigarh	Chandigarh	A
76	MAHINDER SINGH	ASO	Jaipur	Kota	B
77	MV SUDHAKAR	AM(P)	Secunderabad	Secunderabad	A
78	ML SHARMA	AM(P)	Patna	Patna	A
79	RS GANGWAR	ASO	Lucknow	Shahjanpur	B
80	ROOP SINGH	SO	Bhopal	Niwari	B
81	P ESWARDU	SO	Secunderabad	Nandyal	B
82	SS CHOUDHARY	Manager(P)	Pune	Jalgaon	A
83	YK UJAWAL	SO	Lucknow	Agra	B
84	RK SHARMA	SO	Chandigarh	Jalandhar	B
85	RAM GOPAL	SO	Lucknow	Agra	B
86	SHIV PAL SINGH	SO	Bangalore	Bellary	B
87	G SUBRAMANIAM	SO	Bangalore	Raichur	B
88	RPS DHOON	ASO	Lucknow	Meerut	B

S. NO.	NAME OF EMPLOYEE	DESIG.	PLACE OF POSTING		GR.
			RO	AO	
89	SATBIR SINGH	ASO	Chandigarh	Karnal	B
90	RK DHAR	AM(P)	Jaipur	Ajmer	A
91	MP SINGH	ASO	Pune	Aurangabad	B
92	RAJINDER SINGH	ASO	Chandigarh	Hissar	B
93	PREM S MALKHANIA	Manager(P)	HO	Production	A
94	SURENDRA SINGH	SO	Chandigarh	Bhatinda	B
95	SS SRIVASTAVA	SO	Pune	Pune	B
96	LAKHAN SINGH	SO	Secunderabad	Secunderabad	B
97	BP SINGH	ASO	Lucknow	Rudrapur	B
98	MS VASHIST	ASO	HO	QCL(N)	B
99	VEER SAIN SINGH	ASO	Jaipur	Sikar	B
100	VIKRAM SINGH	ASO	Lucknow	Bareilly	B
101	RP PANDEY	SO	Patna	Ranchi	B
102	PP AYISHA	AGM(P)	HO	QCL(N)	A
103	SK TOMAR	SO	HO	Ministry	B
104	VK TYAGI	ASO	Lucknow	Agra	B
105	MS RAWAT	SO	Lucknow	Shahjanpur	B
106	RAJ KUMAR	Manager(P)	Jaipur	Jaipur	A
107	SATYA DEO	ASO	Lucknow	Bareilly	B
108	RAJ PAL SINGH	SO	Chandigarh	Hissar	B
109	AJAB SINGH	SO	Bhopal	Ahmedabad	B
110	SARMAN SINGH	ASO	Jaipur	Kota	B
111	A SIVARASAN	AM(P)	Chennai	Chennai	A
112	VIJAYVIR SINGH TYAGI	ASO	Lucknow	Meerut	B
113	RAJEEV KUMAR CHAUHAN	ASO	Jaipur	Chittorgarh	B
114	UVS CHAUHAN	ASO	Bhopal	Godhra	B