

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

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

Dated: 17 February, 2017

C I R C U L A R

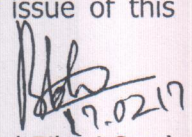
In order to digitalize production/marketing data and use of faster means of communication from field to Area Offices, Area Offices to Regional Offices and from RO's/Farms to Corporate Office, it is decided to provide DELL/HP Laptops to officials of various disciplines as under:-

S.No.	Department	Level from which Laptop is to be provided
1.	Production	Asstt. (Agri.) Gd-V and above
2.	Marketing	Asstt. (Mktg.) Gd-V and above
3.	IT	All officials working in IT Sections
4.	Other disciplines	Officer holding E-0 posts and above.

The configuration/expected cost of Laptop will be as under:-

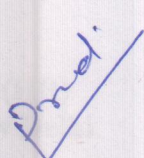
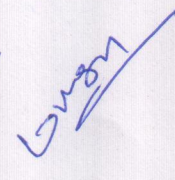
1.	Processor	i 3 6 th Generation
2.	RAM	4 GB
3	Hard Disk	1 TB
4	Screen Size	14" to 15.6"
5.	Operating system	Windows 10
Expected cost		Upto Rs.35,000/-

The Laptop will be purchased by the Corporation and will be provided to interested officials on purchase cost and without interest. The actual cost of the Laptop will be recovered from the concerned officers/employees in 18 equal installments. In case of those having service less than 18 months, recovery will be in equal installments, for the balance period of service. If any employee resigns from service or dies during service period, the balance amount may be recovered from dues payable to the employee including retirement benefits. The interested officers/employees as mentioned above who are willing to use Laptop in their official work may apply to Sr. General Manager (HR) showing their interest to take DELL/HP brand Laptop having above configuration on cost to cost basis and without interest within a period of 15 days from the date of issue of this circular.


(Binod Bihari Saw)
Senior General Manager (HR)

Distribution:

1. Director (Commercial)/ Director (Finance), NSC, Corporate Office.
 2. All Divisional Heads, NSC, Corporate Office
 3. All Regional Managers/Heads of Farms/Area Offices
 4. CVO, Addl.GM(HR), Addl. GM(QC), Company Secretary, Dy. GM(HR), NSC, Corporate Office
 5. IT Cell for upload on NSC's website
 6. APS to CMD
 7. Notice Board
 8. Guard file
- } May bring the contents of the circular to the notice of the officers/employees of above disciplines working under their control.

**CONSENT FORM FOR AVAILING FACILITY OF LAPTOP FOR
OFFICIAL WORK**

NAME :

DESIGNATION :

EMPLOYEE NO. :

DEPARTMENT :

PLACE OF POSTING :

I, _____ give my consent to Corporation for providing me a laptop for Official work on actual cost and the cost of laptop (maximum upto Rs. 35,000/-) may be recovered from undersigned in 18 equal instalments or in equal instalments till my superannuation and in case of resignation/demise, the balance amount may be recovered from retirement benefits. The instalments will be deducted from the undersigned's monthly salary for which, I am giving an undertaking along-with this consent form.

Signature:

Name:

Emp. No.:

RECOMMENDATION OF HEAD OF DEPARTMENT/RM/FARM HEAD

Recommended for providing Laptop to Shri _____,
Designation _____.

Signature of HOD/RM/Farm Head:

Name:

Office Seal:

To,
Sr. General Manager (HR)
Corporate Office, New Delhi