



® राष्ट्रीय बीज निगम लिमिटेड
(भारत सरकार का उपक्रम)
(CIN : U74899DL1963GOI003913)
वेबसाइट: www.indiaseeds.com
केन्द्रीय राज्य फार्म, जैतसर
जिला: श्रीगंगानगर, राजस्थान-335702
ईमेल- csf.jetsar@indiaseeds.com

NATIONAL SEEDS CORPORATION LTD.
(A Government of India Undertaking)
(CIN : U74899DL1963GOI003913)
Website: www.indiaseeds.com
CENTRAL STATE FARM, JETSAR
Distt: Sriganganagar, Rajasthan-335702
E-mail- csf.jetsar@indiaseeds.com



Corporate Office: Beej Bhavan, Pusa Complex, New Delhi-110012

पत्रांक: के.रा.फा./जैत./1-2(6)/भाग-1/2019-

दिनांक: 15.06.2019

अल्पकालिन निविदा सूचना

केन्द्रीय राज्य फार्म, जैतसर द्वारा लेखन सामग्री खरीदने एवं छपाई सामग्री छपवाने हेतु दिनांक 22.06.19 को अपरान्ह 1:00 बजे तक जी.एस.टी. पंजीकृत विक्रेताओं से निविदाये आमंत्रित की जाती है जोकि उसी दिन दोपहर 2:00 बजे खोली जायेगी। खरीदे की जाने वाली लेखन सामग्री एवं छपाई सामग्री के नुमने आदि विस्तृत विवरण निगम की वेबसाइट www.indiaseeds.com से डाउनलोड किये जा सकते हैं तथा इस कार्यालय से किसी भी कार्य दिवस में प्राप्त किये जा सकते हैं। इस सम्बन्ध में शुद्धिपत्र केवल उक्त वेबसाइट पर ही डाला जायेगा। निविदादाता को लेखन सामग्री एवं छपाई सामग्री के लिए अलग-अलग रु. 10000/- (रुपये दस हजार) मात्र धरोहर राशि के रूप में राष्ट्रीय बीज निगम लिमिटेड के नाम से डिमाण्ड ड्राफ्ट जोकि स्टेट बैंक ऑफ इण्डिया, बाजुवाला को देय हो अथवा आनलाइन रूप से जमा करवाने होंगे।

अपर महा-प्रबन्धक (फार्म)



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SECTION – I **INSTRUCTIONS TO TENDERER**

1. ADVICE FOR TENDERERS: - The tenderers are advised in their own interest to carefully read the tender document and understand their purpose unless the tenderer specifically states to the contrary in respect of any particular clause, it shall be presumed that he accepts all the terms and conditions, as have been laid down in the tender document.

2. ELIGIBILITY CRITERIA: - Only GST Registered parties are eligible to participate in the tender.

3. SUBMISSION OF OFFER: - Offer must be submitted in the prescribed tender form provided in the tender document. The tenderer may attach additional sheets to the tender form wherever detailed description is necessary.

4. DELIVERY OF ITEMS: - The delivery period for supply of items is 10 days from the date of issue of Supply Order in case of Stationary Items and 20 days for printing material. Only those parties should participate in tender who are in a position to stick to the delivery prescribed.

5. QUOTATION OF PRICES: - A) Tenderer shall give the rates per unit in words as well as in figures. There should be no alternations or over-writing in the rates quoted by the parties. However, if it becomes inevitable the corrections should be made by encircling figures to be altered/ over writing duly attested by the Supplier. Any correction not attested in any tender form will lead to rejection of the Tender.

B) The rates should be quoted for the offered items on the basis of F.O.R NSC, CSF, Jetsar inclusive of all taxes (including GST, Packing & Forwarding charges, loading and unloading etc.).

6. EARNEST MONEY: (a) Each offer should essentially be accompanied by Earnest Money of **Rs. 10,000/- for Stationary Item and Rs. 10,000/- for Printing Material as given in Tender Notice** by way of Online Payment/Demand Draft drawn of Nationalized Bank in favour of "NATIONAL SEEDS CORPORATION LIMITED" payable at **Bajuwala**. This Earnest Money Deposit is refundable/adjustable after the finalization of contract. The EMD shall not be entitled for any interest amount whatsoever. **CHEQUES WILL NOT BE ACCEPTED.**

(b) Indian manufacturers/suppliers who are **Micro Small Medium Enterprises (MSME), Small Scale units and registered with National Small Industries Corporation under single point registration scheme** are exempted from payment of earnest money deposit provided they furnish photocopy of **valid registration with NSIC under the single point registration scheme**, for the quoted stores in support of claim along with their request letter. This facility will, however, not be provided to those small scale units who are registered under the old registration scheme which was extended up to 30th June, 1981 only.

OFFERS OF THE FIRMS OTHER THAN (MSME) SMALL SCALE INDUSTRIES AS DEFINED ON 'B' AS ABOVE NOT ACCOMPANIED BY EMD WILL BE SUMMARILY REJECTED. OFFERS OF THE (MSME) SMALL SCALE INDUSTRIES NOT REGISTERED WITH NSIC FOR THE QUOTED ITEM UNDER SINGLE POINT REGISTRATION SCHEME AFTER 30TH JUNE 1981 AND NOT ENCLOSING THE VALID DOCUMENTARY PROOF IN SUPPORT OF THEIR CLAIM WITH THEIR REQUEST LETTER SHALL ALSO BE REJECTED.

7. FORMAT AND SIGNING OF TENDER: -

(a) **Tenderer** are required to submit their tender as per the prescribed Performa given in the tender document.

(b) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initiated by the person or persons signing the bid.

8. PROCEDURE FOR SUBMISSION OF TENDER: -

Tender Form shall include technical specifications of quoted item, Instruction to Tenderer, Terms and Conditions of tender document, requisite EMD, profile along with documents as per the check list and other document if any in support of offer.

09. OPENING OF TENDER: - The purchaser/Corporation will open tenders, in the presence of tenderers or their representatives who wish to attend at 02:00 PM on dated 22.06.2019 in the NSC, CSF, Jetsar. The **Technical Bid** shall be **opened on the date of opening tender** and **Financial Bids** of tender only be opened based upon an examination of the documentary evidence submitted in **Technical Bid** for the Tenderer's qualification by the tenderer, as well as such other information as the purchaser/Corporation deems necessary and appropriate, found **in order**.

10. FORFEITURE OF THE EARNEST MONEY: - Earnest Money may be forfeited.

If a tenderer withdraws its tender during the period of Tender validity specified by the Tenderer on the Tender Form or withdraws the tender before awarding of the tender or after the prescribed date and time for depositing of Tender, the EMD will be forfeited without giving any prior notice.

11. VALIDITY OF OFFER: The tenderer shall keep their offers open for **acceptance for a period of 7 days from the date of opening of the tender**. In case the last date happens to a holiday, offers shall remain open for acceptance till the next working day.

12. AWARD CRITERIA: - The purchaser will award the contract to the successful tenderer whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

13. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS: - The Purchaser/Corporation reserves the right to accept or reject any tender and reject all tenders any time prior to award of contract, without thereby, incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenders of the grounds for the purchaser's action.

14. REFUND OF EARNEST MONEY:- (A) Unsuccessful tenderer: In case of unsuccessful tenders who do not, withdraw their offers before the receipt of final decision, the earnest money shall be returned, without interest after the finalization of tenders or after expiry of validity period of the respective offer, whichever is earlier by means of RTGS/NEFT and the Corporation will not be responsible for reimbursing to the tenderer the Bank's commission for encashing the same.

(B) Successful Tenderers: After the successfully completion of tender EMD will be returned. No interest shall be allowed on earnest money & security.

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SECTION – II TERMS AND CONDITIONS OF THE TENDER

1. Transfer and subletting: - The Suppliers shall not sublet, transfer, assign or otherwise part with the contract to any person, firm or Company directly or indirectly or any part thereof without the previous written permission of the Corporation.

2. Failure to deliver ordered quantity shall entitle NSC to impose penalty In case, Supplier fails to deliver ordered items or does not supply any Items, NSC reserves the right to forfeit the EMD amount and initiate proceedings against the Tenderer as per law.

3. During the course of supply of items to NSC, if any losses incurred to Tenderer, NSC will not be responsible for damages, losses.

4. Specification and quantity required of Stationary Items and Printing Material are mentioned in Tender Form and sample for all the required printing items are enclosed herewith.

5. The Tenderer shall prepare the Tax invoice in the name of NSC Ltd., Jetsar in duplicate & submit the same to this office alongwith the material required as per Supply Order. There after within 15 days payment shall be released. The GST Number should be invariably indicated in the Invoices.

6. Final decision will be signed by Addl. General Manager (Farm), CSF, Jetsar on behalf of the Corporation.

7. The Tenderer shall be solely responsible for any complaint with regards to quality aspects in items supplied by him. If any disputes arise about quality of supplied items at any point, the Tenderer shall be responsible to pay the legal expenses and compensation etc. as per order of consumer court/ MOU committee/ other court or any other authority.

8. The Tenderer who is under litigation with NSC or arbitration case pending in this office or has issued/got issued a legal notice in the past is not liable to participate in the tender.

9. DEFAULT & RISK PURCHASE:-

Should the Tenderer fail to have the items ready for delivery as aforesaid, or should the Tenderer in any manner or otherwise fail to perform the contract or should it fail to complete the supply in time according to the specifications or should it have winding up order made against it or make or enter into any arrangements or composition with its creditor or Suspend payments (or being a company should enter into liquidation either compulsory or voluntary) the Corporation shall have power under the hand of CMD to declare the contract at the end at the risk and cost of the supplier in every way.

In such case supplier shall be liable for any liquidated damages for delay as above provided and for any expenses, losses or damages which the Corporation/purchaser may be put incur or sustain by reason of, or in connection with supplier's default.

b) The cancellation of the contract may be either for whole or part of the contract at Corporation's option. In the event of the Corporation/Purchaser terminating this contract in whole or in part, it may procure upon such items and in such manner as it deems appropriate supplies similar to these so terminated and the supplier shall be liable to the Corporation for any excess cost for such similar supplies provided that the supplier shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

10. Settlement of disputes:

All disputes in relation to the tender, the contract or the interpretation of any of their terms or implementation there-of or arising out of or concerned directly or indirectly with the contract/tender shall be referred to the Sole arbitrator to be appointed by the **Chairman-cum-Managing Director of the Corporation/purchaser** and in the absence of CMD, the highest Executive Officer of the Corporation shall make such appointment. The venue of arbitration shall be **at New Delhi**. The court of law **at the New Delhi/Delhi** alone will have jurisdiction in the matter of any disputes whatsoever.

OTHER TERMS AND CONDITIONS:-

- The submitted tender will be opened at NSC, CSF, Jetsar.
- NSC shall not be responsible for fluctuation of the market rate of the ordered items. The tenderer shall be required to supply the items at agreed rate only. The agreement can be terminated at any time due to non-performance of any of the terms and conditions of the agreement to the satisfaction of the Corporation.
- The NSC reserves the right to accept or reject either in full or part of the tender or all the tenders without assigning any reason. NSC further reserves the right to award contract/issue the order for supply to more than one tenderer.
- The tenderer shall be responsible for GST and Income Tax liabilities, if any. NSC will not carry any tax liability related with the transaction.
- NSC will not be responsible for the losses incurred to the supplier/tenderer due to change in Govt. decisions, natural calamities, which are beyond the control of NSC.
- The representative of NSC may inspect the items before dispatch. In case the item fails in quality, party has to replace the items with best quality.
- **No deviation will be accepted in quality and manufactures specifications.**
- The tenderer will have to give name of the firm, and their postal addresses, telephone Nos. E-mail, name of the responsible person in the tender form itself so as to make further communication.

Check list of enclosures for Tender Form:

- EMD.
- Certificate of registration if any.
- A copy of PAN No.
- Copy of GST Registration No.
- MSME registered with NSIC Certificate with proper validity for item of rate offered, if available.
- Other document if any in support of the tender.
- Each and every concerned pages of tender document should be signed with stamp of
- Tender Form must be enclosed.

Note: - In absence of any above document, tender may be considered for rejection. -----

TENDER FORM FOR STATIONARY ITEMS

(Form for offer by tenderers)

To:

**Addl. General Manager (Farm),
National Seeds Corporation Ltd.,
Central State Farm, Jetsar**

From:

M/s
.....
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Sir,

With reference to Tender Notice No. CSF/JTS/1-2(6)/Vol-I/2019 dated 15.06.2019, we hereby quote our most competitive offer for supply of **below given stationary items** as per the terms & Conditions provided by you. The particular of offer are given below:

S. No.	Unit	Stationary Item Details	Reqd. Qty.	Specification	Rate quoted for Ex-NSC CSF, Jetsar inclusive all taxes/charges	
					Rs. (In Figures)	Rs. (In Words)
1	Rim	A-4 Computer Paper	220	J.K. Easy Copier		
2	Rim	A-6 Computer Paper	3	J.K. Easy Copier		
3	Nos	Attendance Register	15	37.5x25.5 cm 24 Page		
4	Pkt.	All Pin	20	Zebra Pin		
5	Nos	Ball Pen Blue	1200	Linc (Starline)		
6	Nos	Ball Pen (Officer)	20	Flair Metal Ball Pen		
7	Nos	Cello Tap Small 1 cm	5			
8	Nos	Cello Tap Big 2 cm	15			
9	Pkt.	Corbon A-4 Blue	10			
10	Nos	Calculator	10	Flair FC-400 Desktop Series		
11	Nos	File cover (Printed)	1000	Sample Enclosed		
12	Nos	File Pad	400			
13	Pkt.	File Laces Green	30			
14	Bottle	Gum paste	10	300 ml Bottle		
15	Nos	Correction Pen (Whitener)	15	Cello		
16	Rim	Note Sheet	10	JK Ledger (500 Sheet in a Pkt)		
17	Pkt.	Paper clip "V" type	5			
18	Nos	Pin Cushion	10			
19	Nos	Pencil	150	Natraj		
20	Nos	Pencil Sharpener	20	Camlin/Natraj		
21	Nos	Register 120 Pages	110	with Gatta		
22	Nos	Register 160-172 Pages	50	with Gatta		
23	Nos	Register 256 Pages	25	with Gatta		
24	Nos	Register 300 Pages	30	with Gatta		
25	Nos	Register 360 Pages	50	with Gatta		

26	Pkt	Rulled Paper FS (Liner) 10 Rim in 1 Pkt	50	20 Sheet in a Rim and 10 Rim in a Pkt		
27	Nos	Rubber	50	Apsara		
28	Bottle	Stamp Pad Ink Blue (500 ML Bottle)	85			
29	Nos	Stock Register L.B. 6 Qrs.	15			
30	Nos	Stock Register L.B. 10 Qrs.	10			
31	Nos	Stamp Pad Small	10	Ashoka 95x52 mm		
32	Nos	Stamp Pad Medium	15	Ashoka 110x70 mm		
33	Nos	Slip Pad Medium	30	80 Page Liner		
34	Nos	Scale 12"	10	Stainless Steel Scale		
35	Nos	Stapler Pin 24/6	50			
36	Nos	Sketch Pen (Black)	300	Stic		
37	Nos	Stapler Machine 24/6	10	Kangaro		
38	Pkt	White Paper FS 10 Rim in 1 Pkt	50	20 Sheet in a Rim and 10 Rim in a Pkt		
39	Nos	Marker / Liner Pen (Highlighter)	25			
40	Nos	Punching Machine	10	Kangaro DP-52		
41	Rim	Corbon DS (D-3)	5			
42	Bottle	Permanent Marker Ink Black (500 ML Bottle)	80			
43	Nos	Register 160 Page	30	with Gatta		
44	Nos	Envelope 3½ x 6"	1500			
45	Nos	Envelope 5 x 11"	2000			
46	Nos	Envelope 4 x 9"	1500			
47	Nos	Envelope 10 x 12"	100			
48	Nos	Envelope 16 x 12"	60			
49	Rim	Computer Paper with duplicate copy	4			
50	Nos	Punching Machine Single	1	Kangaro		
51	Pkt	Sticky Note Pad	10			
52	Nos	Pen Drive	5	16 GB Scandisk		
53	Nos	Register 400 Page	20			
54	Bottle	Stamp Pad Ink Red (500 ML Bottle)	10			
55	Nos	Register 72 Page	30			
56	Nos	Permanent Marker Pen Black	200			
57	Nos	Fevi Stick	30	8 gm Glue Stick		

58	Nos	Box File	20			
59	Nos	Spring File Cobra (Accounts)	10			
60	Nos	Spring File Cobra-5500 (Accounts)	10			
61	Nos	Journal Register	6			
62	Nos	Paper Weight	20	Glass Paperweight		

The EMD amount of Rs. 10000/- (Rupees Ten Thousand Only) has been deposited through Online/Demand Draft No._____ Dated _____ for the above tender.

Yours Faithfully,

Signature

Date:

Place:

(Complete address):

Seal Phone No:

E-mail:

GST No. :

TENDER FORM FOR PRINTING MATERIALS

(Form for offer by tenderers)

To:

**Addl. General Manager (Farm),
National Seeds Corporation Ltd.,
Central State Farm, Jetsar**

From:

M/s
.....
.....

Sir,

With reference to Tender Notice No. CSF/JTS/1-2(6)/Vol-I/2019 dated 15.06.2019, we hereby quote our most competitive offer for supply of **below given printing materials** as per the terms & Conditions provided by you. The particular of offer are given below:

S. No.	Unit	Printing Item Details	Reqd. Qty.	Specification	Rate quoted for Ex-NSC CSF, Jetsar inclusive all taxes/charges	
					Rs. (In Figures)	Rs. (In Words)
1	Book	Challan Book Form	100	Four Copies, (Red, Yellow, Gray & White colour) with serial number starting from 01. Each book shall contain 50 copies (example 1 to 50 in 1st book). Book No. Starting from 451.		
2	Pad	D.P.R. (Technical)	20	Double Side Printing. 100 copy in a Pad. A-4 paper quality.		
3	Pad	D.P.R. (Fieldman)	200	Single copy, 100 Page in a Book. A-4 Size paper & quality		
4	Pad	Medical/Earned Leave Form	10	Single copy, 100 Page in a Book. A-4 Size paper & quality		
5	Pad	E.P.F. Non Refundable form	10	Double Side Printing (Page 1 & 2) and Page 3 should be printed in different pad. Hence, 10 Pad of Page 1 & 2 and 10 Pad of Page-3 should be printed.		
6	Pad	Gate Pass (Out)	250	Book No. 601 (S.No. 1 to 50 in a book) 3 copies of per s.no. (Red, Yellow, White) Size 21x13cm		
7	Book	Jeep Truck Log Book	50	Size 30x18cm, Double Side Printing. 250 Page in a Book.		
8	Nos	Medical Bill Register	3	Size 32x20 cm, Double Side Printing (Green Color Page) 200 Page in a Register		
9	Book	M.R.V. (Agri.)	10	Size 21x13 cm, Book No. 100 (S.No. 1 to 100 in a Book), 3 Copies (Red, Yellow, White)		
10	Pad	Bill Sanction/Adjustment Form	30	Single copy, 100 Page in a Book. A-4 Size paper & quality		
11	Pad	E.P.F. Form No. 13	5	Double Side Printing, A-4 Size paper & quality, 100 Page in a Book.		
12	Pad	Leave Order Pad	10	Size 21x13 cm, Single Copy		
13	Book	Cash Receipt	30	Size 18x11 cm. S.No. 8001, 2 copies (Red, White) 100 copies in a book		
14	Book	Payment Voucher	15	Single Copy, 100 Page in a Book. A-4 Size paper & quality. Red Colour.		
15	Book	M.T. Note Book	30	S.No. 2501, 50 copies in a book, 3 copies (Grey, Yellow, White)		
16	Pad	Letter Pad	3	Single copy, 100 Page in a Book. A-4 Size paper & quality		

17	Pad	MT Note Covering Letter	20	Single copy, 100 Page in a Book. A-4 Size paper & quality		
18	Thousand	Bukram (Raw/Graded Seed)	530	2.65 Lack Each of Raw Seed & Graded Seed		
19	Nos	Cash Book	6	40x30 cm Size, Both side printing, On branded ledger paper, each book contains 200 Page		
20	Pad	CL/RH/CPL Application Form	20	Single copy, 100 Page in a Book. A-4 Size paper & quality		
21	Pad	Joining Report Form	10	Single copy, 100 Page in a Book. A-4 Size paper & quality		
22	Pad	TA Advance & Sanction	5	Single copy, 100 Page in a Book. A-4 Size paper & quality		
23	Pad	Tour Dairy	10	Single copy, 100 Page in a Book. A-4 Size paper & quality		
24	Pad	Advance Sanction Form	5	Single copy, 100 Page in a Book. Size 18x11 cm		

The EMD amount of Rs. 10000/- (Rupees Ten Thousand Only) has been deposited through
Online/Demand Draft No. _____ Dated _____ for the above tender.

Yours Faithfully,

Signature

Date:

Place:

(Complete address):

Seal Phone No:

E-mail:

GST No. :

फाईल नं. _____
File No.

राष्ट्रीय बीज निगम लिमिटेड
NATIONAL SEEDS CORPORATION LTD.



CENTRAL STATE FARM : JETSAR
केन्द्रीय राज्य फार्म जैतसर
DISTT. SRI.GANGANAGAR (RAJ.)
जिला :- श्री गंगानगर (राज.)

विषय
Subject

पिछला संदर्भ
PREVIOUS REFERENCE

बाद संदर्भ
LATER REFERENCE

 राष्ट्रीय बीज निगम लिमिटेड (भारत सरकार का उपक्रम - मिनिस्टर कम्पनी) केन्द्रीय राज्य फार्म, जैतसर जिला श्री गंगानगर (राज.) चालान फार्म					
बुक संख्या १६०१		खण्ड संख्या		वक नं.	
दिनांक		क्रमांक ०१			
जिन्स, किसम मुरब्बा नं.	बोरों की संख्या / बैंकरो की संख्या	भार	वाहन चालक का नाम	राहन नं.	टिप्पणी
भेजने वाले के हस्ताक्षर..... नाम..... पद.....					
उपरोक्त मात्रा प्राप्त की एवं भण्डार रजिस्टर के पेज सं..... पर दर्ज की प्राप्तकर्ता का नाम..... हस्ताक्षर.....					

(भारत सरकार का उपक्रम-मिनिस्त्र कम्पनी)

केन्द्रीय राज्य फार्म, जैतसर, जिला श्रीगंगानगर (राज.)-335702

यांत्रिकी क्रियाओं की दैनिक प्रगति रिपोर्ट दिनांक :

खण्ड सं.

[illegible]

कनिष्ठ अभियन्ता

सहायक प्रबन्धक (उत्पादन)

खण्ड सं.

दिनांक

[illegible]

सहायक प्रबन्धक (उत्पादन)

केन्द्रीय राज्य फार्म जैतसर

जिला श्रीगंगानगर (राज.)-335702

खण्ड सं० चक सं० क्रम सं.

दैनिक प्रगति रिपोर्ट दिनांक.....

1. मानव संसाधन रिपोर्ट

मुख्या सं०	फसल	कार्य विवरण	लगाया गया मानव श्रम	क्षेत्र (हेक्टेयर में)

2. बुवाई की प्रगति

मुख्या सं०	फसल / किस्म	बीज की श्रेणी	उपयोग बीज की मात्रा	क्षेत्र (हेक्टेयर में)	
				आज	कुल प्रगति

3. खाद व रसायन का उपयोग

मुख्या सं०	फसल	खाद/रसायन का नाम	उपयोग की गई मात्रा	क्षेत्र (हेक्टेयर में)	
				आज	कुल प्रगति

4. ठेका कार्य

मुख्या सं०	फसल	कार्य का विवरण	प्रगति (हेक्टेयर में)	दर प्रति हेक्टेयर	क्षेत्र (हेक्टेयर में)	
					आज	कुल प्रगति

5. यांत्रिकी कार्यवाही

मुख्या सं०	चालक का नाम	जै०पी० न०./किस्म ट्रैक्टर	फसल	कार्य विवरण	उपयुक्त घंटे	क्षेत्र (हेक्टेयर में)

खण्ड प्रमारी

चक प्रमारी

राष्ट्रीय बीज निगम लिमिटेड

(भारत सरकार का संस्थान)

केन्द्रीय राज्य फार्म, जैतसर :: जिला श्रीगंगानगर (राज.)

अर्जित/अर्ध-वेतन/परिवर्तित/बिना वेतन के अवकाश का प्रार्थना-पत्र

कार्यालय का नाम :-	केन्द्रीय राज्य फार्म, जैतसर (राज0)		
विभाग :-			दिनांक :-
कर्मचारी का नाम :-			
कर्मचारी सं० :-			
पदनाम :-			
वर्तमान पता :-		अवकाश स्थल का पता :- :-	
छुट्टी का स्वरूप :- अर्जित/अर्ध-वेतन/परिवर्तित/ बिना वेतन/अन्य	अवधि		
	दिनांक से	दिनांक तक	
छुट्टी लेने का कारण (परिवर्तित अवकाश हेतु चिकित्सा प्रमाण-पत्र संलग्न करें)			
पिछली बिताई छुट्टी का विवरण (अवधि)			
इस वर्ष बिताई गई छुट्टियों की संख्या			
	अवकाश स्वीकृति हेतु सिफारिश की जाती है/निम्नलिखित टिप्पणी के साथ वापस किया जाता है।	मानव संसाधन विभाग की टिप्पणी	
आवेदक के हस्ताक्षर	विभागधिकारी के हस्ताक्षर	सहायक प्रबन्धक (मा०सं०)	

उपरोक्त अवकाश स्वीकृत/अस्वीकृत किया जाता है।

उप-महाप्रबन्धक (फार्म)

राष्ट्रीय बीज निगम लिमिटेड

(भारत सरकार का उपक्रम)

बीज भवन, पूसा परिसर

नई दिल्ली - 110012

कर्मचारी भविष्य निधि से वापिस न किये जाने वाले (नॉन-रिफंडेबल) अग्रिम हेतु आवेदन

1. आवेदक का नाम (बड़े अक्षरों में)
2. पिता/पति का नाम
3. पदनाम, अनुभाग तथा नियुक्ति का स्थान
4. क. भ. नि. खाता संख्या
5. वर्तमान वेतन (मूल वेतन + महंगाई भत्ता)
6. यदि पहले (नॉन रिफंडेबल) अग्रिम लिया हो तो
उसकी राशि, उद्देश्य तथा अंतिम बार लेने की तिथि
7. वांछित अग्रिम की राशि
8. उद्देश्य
9. सेवा काल

(ए) नियम 68-बी के अन्तर्गत

निवास गृह/स्थल की खरीद अथवा निवासगृह के निर्माण हेतु निधि से अग्रिम।

(बी) नियम 68-सी के अन्तर्गत

किसी आवास गृह के आवंटन/निर्माण के लिए अथवा औद्योगिक कामगारों के लिए आर्थिक सहायता प्राप्त आवास योजना हेतु निधि से अग्रिम।

(सी) नियम 68-जी के अन्तर्गत

निम्न आय समूह आवास योजना के अधीन गृह निर्माण हेतु निधि से अग्रिम।

(डी) नियम 68-जी जी के अन्तर्गत

बिना सम्पूर्ण स्वामित्व के आवास गृह के आवंटन हेतु निधि से अग्रिम।

आवेदक द्वारा सदस्यता के पाँच वर्ष पूरे होने चाहिए तथा यदि उपरोक्त नियमों के अधीन नान रिफंडेबल एडवांस का आवेदन दिया गया है तो निम्नलिखित सूचना उपलब्ध कराई जाय :-

- (1) क्षेत्र जिसमें निवासगृह/स्थल खरीदने निर्माण करने का प्रस्ताव है। क्या यह नगरपालिका अथवा अन्य क्षेत्र में है ? यदि भूमि/घर की खरीद को अंतिम रूप दिया गया है तो उसका पता।

- (2) गृहस्थल/निर्माण की अनुमानित लागत

- (3) अग्रिम की राशि का कैसे उपयोग किया जायेगा

- (4) बाकी का खर्च किस प्रकार पूरा किया जायेगा ?

- (5) एक प्रमाण-पत्र सलंगन किया जाये कि इस सम्पति पर कोई कर्ज नहीं लिया हुआ है तथा एक शपथ-पत्र भी लगाया जाये कि उपरोक्त (4) पर दिखाई गई राशि इस सम्पति पर कर्ज के रूप में नहीं ली जायेगी।

कृ.प.उ.

2

(5) क्या निगम से गृह निर्माण अग्रिम लिया गया है ?
यदि हाँ तो उसकी राशि।

(7) यदि मकान/स्थल किसी सहकारी गृह निर्माण समिति द्वारा आवंटित होना हो तो निम्न सूचना दें :-

(ए) सोसायटी का नाम व पंजीकरण सं.

(बी) आवेदक की सदस्यता संख्या तथा प्रवेश तिथि

(सी) क्या मकान/स्थल का स्वामित्व समिति के नाम में रहेगा अथवा आवेदक के नाम में ?

(डी) क्या आवेदक को मकान/स्थल को स्थांतरित करने अथवा किसी और प्रकार से बेचने आदि को मनाही होगी ?

(इ) नियम 68-ओ के अन्तर्गत :- बीमारी के कुछ मामले जो नीचे दिये गये हैं में निधि से अग्रिम-

(1) एक माह से अधिक के लिए अस्पताल में दाखिल होना अथवा

(2) किसी अस्पताल में बड़ा सर्जिकल ऑपरेशन अथवा

(3) टी.बी., कुष्ठ रोग, लकवा, अथवा कैंसर से पीड़ित होना।

बशर्ते की सदस्य को कोई चिकित्सा लाभ उपलब्ध नहीं है।

चिकित्सक अथवा प्रभारी से निम्नलिखित प्रमाण-पत्र सलंगन करें :-

(1) प्रमाणित किया जाता है कि मरीज को अस्पताल में दाखिल कर लिया गया है अथवा एक माह या ज्यादा समय के लिए अस्पताल में दाखिल करने की आवश्यकता है अथवा एक बड़े/सर्जिकल ऑपरेशन करना ज़रूरी था/ज़रूरी हो गया है।

(2) शाखा प्रभारी/क्षेत्रीय प्रबंधक/फार्म प्रबंधक से प्रमाण-पत्र।

(एफ) नियम 68-ए के अन्तर्गत : पुत्री/स्वयं/आश्रित बहन/आश्रित/भाई के विवाह अथवा बच्चों की मैट्रिक से ऊपर की शिक्षा के लिए निधि से अग्रिम।

(क) इस नियम के अधीन किसी भी सदस्य को तब तक अग्रिम स्वीकृत नहीं किया जायेगा जब तक कि शादी के मामले में निम्न लिखित सूचना न उपलब्ध करा दी जाय :-

(1) पुत्री का नाम

(2) आयु

(3) विवाह की तिथि

(4) विवाह उत्सव किस स्थान पर होगा

(5) दूल्हे का नाम

(6) पिता का नाम

(7) पूरा पता

(ख) मैट्रिक से ऊपर की शिक्षा के मामले में :-

(1) बच्चे का नाम

(2) जन्म तिथि

(3) किस कक्षा में पढ़ रहा है

(4) स्कूल/कॉलेज का नाम व पता

(5) स्कूल/कॉलेज की वार्षिक शिक्षण फीस (रसीद लगाकर)

कृ.प.उ.

(6) क्या बच्चा संस्था के बोर्डिंग हाऊस में है? यदि हाँ तो वार्षिक फीस

(7) पाठ्यक्रम के अनुसार पुस्तकों का मूल्य

(8) वर्दी आदि जैसी अन्य चीजों का मूल्य

(9) नियम 68-जी के अन्तर्गत : असामान्य परिस्थितियों में अग्रिम की स्वीकृति (नान-रिफंडेबल अग्रिम की स्वीकृति योग्य राशि 500/रु. है) बोर्ड ऑफ ट्रस्टीज किसी ऐसे सदस्य के आवेदन पर जिसकी चल अथवा अचल सम्पति बाढ़, भूकम्प जैसी असामान्य प्राकृतिक आपदाओं अथवा दंगों में नष्ट हो गई हो, यह अग्रिम स्वीकार कर सकता है बशर्ते कि :-

(ए) राज्य सरकार यह प्रमाण-पत्र दे कि संबंधित क्षेत्र में आम जनता आपदा से प्रभावित हुई है।

(बी) सदस्य उचित अधिकारी का प्रमाण-पत्र सलंगन करे कि आपदा के परिणाम स्वरूप चल एवं अचल सम्पति नष्ट हुई है।

मैं सत्य निष्ठा से पुष्टि करता हूँ तथा घोषणा करता हूँ कि मेरे ज्ञान एवं विश्वास के अनुसार ऊपर दिये गये विवरण सत्य है तथा मैं अग्रिम की स्वीकृति की सभी शर्तों को मानने का आश्वासन देता हूँ।

(आवेदक के हस्ताक्षर)

टिप्पणी

(1) नान रिफंडेबल एडवांस के आवेदन पर तब तक विचार नहीं किया जायेगा जब तक की उसके साथ लिखित साक्ष्य न लगाये गये हो।

(2) आवेदक द्वारा आवेदन-पत्र के साथ यह शपथ पत्र लगाया जाना चाहिए कि नान रिफंडेबल एडवांस जिस उद्देश्य के लिए स्वीकृत किया गया है आवश्यक अवधि के दौरान (अग्रिम लेने के छह माह के दौरान) उसी के लिए उपयोग किया जायेगा तथा बोर्ड ऑफ ट्रस्टीज को छह माह के दौरान इसके उपयोग के साथ प्रस्तुत कर दिये जायेंगे अन्यथा ट्रस्ट को ब्याज के साथ अग्रिम धन राशि वापस कर दी जायेगी।

विभागीय प्रमुख/निदेशक/प्रभारी निदेशक द्वारा हस्ताक्षर करने हेतु।

प्रमाणित किया जाता है किउद्देश्य के लिए प्राप्त किये जाने वाले नान रिफंडेबल बिल एडवांस के लिए वांछित सूचना आवेदक द्वारा प्रस्तुत कर दी गई है।

नियंत्रण अधिकारी

 एन एस सी NSC	NATIONAL SEEDS CORPORATION LTD. (A Government of India Undertaking) CENTRAL STATE FARM, JETSAR GATE PASS (OUT)		
Form No.	Book No 584		
Sr. No 01	Date.....		
Please allow to pass Shri			
.....with the following stores/stock in			
vehicle No.			
Sl. No.	Commodity	Qty.	Voucher No.
<i>Name & Address</i> <i>Receiving Authority</i>		<i>Name & Designation of</i> <i>Issuing Authority</i>	

[illegible]

(भारत सरकार का उपक्रम-मिनिस्ट्रल कम्पनी)

केन्द्रीय राज्य फार्म, जैतसर, जिला श्रीगंगानगर (राज.)

नाम

पद नाम

मूल वेतन रु.

चिकित्सा

[illegible]

)-335702

बिल रजिस्टर

[illegible]

STATE FARMS CORPORATION OF INDIA LTD.						
(A Government of India Undertaking)						
CENTRAL STATE FARM, JETSAR (Raj.)						
Book No.	39				Sr. No.	01
<u>Material Requisition Voucher</u>						
Requisition placed on.....					Dated.....	
Purpose.....					Unit No.....	
Ledger No.	Sr. No.	Description of article	Unit	Qty. demanded	Qty. issued	Remarks

Sign. & Designation

of Identifier

Sign. of Store keeper

Signature
& Designation of Receiver



(भारत सरकार का उपक्रम-मिनिरल कम्पनी)

केन्द्रीय राज्य फार्म, जैतसर
जिला श्रीगंगानगर (राज.)-335702

पत्रांक :- के०रा०फा० / जैत० /

दिनांक.....

स्वीकृत / समायोजन आदेश

सक्षम अधिकारी ने रु०..... (रु०.....)

(रु०)

.) मद.....पर खर्च

की स्वीकृत प्रदान कर दी है जोकि वित्तीय वर्ष..... के लिए हैं। इस राशि का निम्नानुसार भुगतान/समायोजन किया जावे।

1. समायोजन हेतु र.....श्री.....
2. समायोजन हेतु र.....श्री.....
3. भुगतान हेतु र.....श्री.....
3. भुगतान हेतु र.....श्री.....

वितरण :-

विभागाधिकारी

1. श्रीमान् प्रबन्धक (लेखा एवं वित्त), के०रा०फा०, जैतसर।
2. श्री.....को सूचनार्थ।

सलंगन बिलों का विवरण

[illegible]

TRANSFER CLAIM FORM
FORM 13 (REVISED)



CLAIM ID _____
(For EPFO Use only)

THE EMPLOYEES PROVIDENT FUND SCHEME, 1952
(Para - 57)

To,
Regional Provident Fund Commissioner
Bhavishya Nidhi Bhawan
28, Community Centre,
Wazirpur Industrial Area,
Delhi-110052

To,
Regional Provident Fund Commissioner
Pension Cell *A/c 55*
E.P.F.O. Complex, Sector-23,
Plot No. 23, Behind ACP Office,
Dwarka, NEW DELHI-110075
(In case the PF A/c is with Exempted Establishment)

Sir,

I request that my Provident Fund balance along with my pension service details may please be transferred to my present account under intimation to me. my details are as under :-

PART A : PERSONAL INFORMATION

UAN NO. _____

1. *Name of the member : _____
2. *Father's/Husband's Name : _____
3. *Mobile Number : _____ 4 E-mail ID _____
5. Bank A/c Number _____ 6 IFSC code of Bank Branch _____

PART B : DETAILS OF PREVIOUS ACCOUNT (WHICH IS TO BE TRANSFERRED)

1. *EPF Account No. Name of the Member : DL / 3670/
In case the previous establishment is exempted under Employees provident Scheme, 1952
Pension Fund Account No. : DL / 3670
2. *Name and Address of previous establishment : State Farms Corporation of India Ltd. "Farm Bhawan" 14-15, Nehru Place, New Delhi - 110019
3. *PF account held by : (Name of EPF Office/PF Trust) SFCI Ltd. Trust (under RPFC Delhi south)
4. *Date of Birth _____ (dd/mm/yyyy) 5. Date of joining _____ (dd/mm/yyyy)
6. *Date of Leaving : 15/05/2014 (dd/mm/yyyy)

PART C : DETAILS OF PRESENT ACCOUNT

1. *EPF Account No. Name of the Member : DL / 1795 /
In case the previous establishment is exempted under Employees provident Scheme, 1952
Pension Fund account No. : DL / 1795/
2. *Name and Address of previous establishment : National Seeds Corporation Ltd. "Beej Bhawan" Pusa Complex,, New Delhi - 110012

contd.....P2

: 2 :

PART C : DETAILS OF PRESENT ACCOUNT

3. *Account held by : (Name of EPF Office/PF Trust) **NSC EPF Trust** (Under RPFC Delhi North)
4. *Date of Joining : **16/05/2014** (dd/mm/yyyy)
5. #Name of Trust (to whom funds are to be paid in cash of present establishment being exempted under EPF scheme, 1952) : **NSC Trust**
6. #Employee code under the TrustXX.....
 (*Indicates mandatory fields)
 (#Strike off if not applicable)

Signature of the Member

Date _____

IMPORTANT : Member has the option to get the claim from attested by present or previous employer. In cash of attestation by the previous employer, time taken in settlement will be relatively less.

Certified that I have verified the date in Part B in respect of the member mentioned in Part A of this form and the signature of the member.

Signature of previous Employer

Date _____

Seal of the Establishment

OR

Certified that I have verified the date in Part C in respect of the member mentioned in Part A of this form.

Signature of present Employer

Date _____

Seal of the Establishment

INSTRUCTIONS AND GUIDELINES

1. The Bank A/c details are for verification purpose even if the fund is transferred to the EPFO Office/Trust maintaining the present account number.
2. In cash the previous account was maintained by PF Trust of the exempted establishment, the member should submit a Transfer claim Form {Form- 13(Revised)} to the Trust while sending another Transfer Claim Form {Form-13(Revised)} to the PF Office for transferring the service details under Pension Fund to the new account.
3. The Form should be submitted to that PF Office under which previous or the present account is maintained, depending upon as to which employer has attested the claim. (In cash the claim is attested by the present employer, claim should be submitted with the PF Office under which the present account is maintained and so on).
4. The mobile number(wherever provided) of the member would be used for sending an SMS alert informing his/her the processing of his/her claim and is non-mandatory for physical form.

No. CSF/JTS
Central State Farm, Jetsar
Dated.....

OFFICE ORDER

In continuation/supersession of office order of even number dated.....

Sh. has been granted
leave, as under:-

- (a).....days Earned Leave on average pay w.e.f.....to
- (b).....days Leave on half average pay w.e.f.....to
- (c).....days Commuted leave pay w.e.f.....to
- (d).....Days extra ordinary leave without pay otherwise on medical certificate
w.e.f.....to.....with permission to avail closed day on
.....

Certified that he should have continued to officiate on the post but for proceeding
on leave from.....to.....and that on expiry of leave he is liable to return to
the same post & station.

Asstt. Manager (HR)

Distribution.

1. Concerned through.....
2. The Asstt. Manager (F&A), CSF.:Jetsar (Raj.)

Sample

Cash Receipt

 एन एस सी NSC	NATIONAL SEEDS CORPORATION LIMITED (A GOVT. OF INDIA UNDERTAKING) CENTRAL STATE FARM, JETSAR-335702
Sr. 7801	Dated.....
Received with thanks from	
the sum of Rupees (in words)	
on account of	
by Cash/Cheque/D.D. Rupees	
Subject to Encashment	Asstt. Manager (F&A)



NATIONAL SEEDS CORPORATION LTD.

(A Government of India Undertaking)

CENTRAL STATE FARM : JETSAR (Raj.)

PAYMENT VOUCHER

Voucher No.

Dated.....

DEBIT (Heads of Account)

on account of _____

Bill No. & Date _____

Party Name _____

CREDIT (Heads of Account)

Rs.	P.

Rs.	P.

Bank/Cash

File No. :

Prepared By :

Checked By :

Acctt. Asstt.

Passed for payment of Rs. _____
Rupees _____
Payable to _____
AM (F&A)

FOR OFFICE USE

Paid vide Cheque/DD No

Date

Rupees

Rs.

Received payment of _____
Rupees _____

Cashier

A.M. (F & A)

Signature

राष्ट्रीय बीज निगम लिमिटेड केंद्रीय राज्य फार्म जैतसर

प्रेषक Consignor कोड Code
प्रेषणी Consignee कोड Code
वाहन/Mode वेन/Trailer सड़क/Road वाक Post खाई /Air मार्ग /Freight देय/ To pay दर / Paid दर एवं To be billed बिलि/ Amount रु./ Rs
आधार L/R/आार, R/R No. दिनांक Date
सकल भार Gross Wt आर/आार/रस, आर. पर As on L/R/R/R) धर्मांकट स्वीड वं Dhamankanta Receipt No.
प्रेषण आदेश वं. Despatch Instruction No. दिनांक Date.

MT. No. 1451

दिनांक Date
सम्प्राप्ति प्राप्त दि. Exp. dt. of Delivery
वाहक Transporter
दि. Di.

प्रेषक एकक द्वारा भरना चाहिए To be filled by consignor Unit मात्रा कि.ग्रा. में Qty. in kg.)						प्राप्तक एकक द्वारा To be filled by consignee Unit																							
क्र.सं. Sl. No.	विवरण Description कोट नं. आरि माता with lot No. dt. etc.	श्रेणी Catego.	मात्रा Qty. In kg./No.	लागत Cost Ex. P.P. (C.S.SI 7)	नैशनल आरि National Income	प्रवास आरि First Move Mant Freight	कुल कीमत Total Cost	धुआर खता पुड Store LF	प्राप्ति दिनांक Date of Actual Chy. receipt	वास्तविक प्राप्त मात्रा received	मात्रा कम हिस्सा Shortage	मात्रा अधिक हिस्सा Excess	धुआर खता पुड Store LF	टिप्पणी Remarks															
लागत पत्र Cost Sheet आरि/रस के लिए अलग For each item Separately लागत रु. प्रति किंटन में Rs./Qty.)																													
बीज की किस Seed Kind - उत्पादन/Procurement - प्रसिद्धि एवं Processing Cost - उत्पाद एवं Treatment Cost - पैकिंग एवं Packing Cost - प्रमाणित Certificate Ex. - सा. याता Local Movement - कुल P. केन पर Total Ex. P.P. - नियमित इन्सुरेन्स MB (उत्पादन दर (आ 1) पर प्रतिशत) (% on Proc. Price Item-1)																													
धर्मांकट स्वीड वं. Dhamankanta Receipt No. दि. Dt.																													
वितरण DISTRIBUTION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>प्राप्त प्रति last Copy</th> <th>प्रेषक Consignor to consignee</th> <th>प्राप्तक Consignee प्राप्ति माता Ack. return</th> </tr> </thead> <tbody> <tr> <td>प्रतीय प्रति 2nd Copy</td> <td></td> <td></td> </tr> <tr> <td>प्रतीय प्रति 3rd Copy</td> <td></td> <td></td> </tr> <tr> <td>कोपी प्रति 4th Copy</td> <td></td> <td></td> </tr> <tr> <td>प्राप्ति प्रति 5th Copy</td> <td></td> <td></td> </tr> </tbody> </table>															प्राप्त प्रति last Copy	प्रेषक Consignor to consignee	प्राप्तक Consignee प्राप्ति माता Ack. return	प्रतीय प्रति 2nd Copy			प्रतीय प्रति 3rd Copy			कोपी प्रति 4th Copy			प्राप्ति प्रति 5th Copy		
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कोपी प्रति 4th Copy																													
प्राप्ति प्रति 5th Copy																													
उपरोक्त मात प्राप्त किया Received above material																													

स्वीय रेट चार्ट को देखें

Refer to slab rate chart

मंडारी

Store Keeper

मंडार अधि/स ले अ/ प्रक्षेत्र प्रबंधक

Store Officer/AAO/A.M.

**राष्ट्रीय बीज निगम लिमिटेड**

(भारत सरकार का उपक्रम - मिनिरल कम्पनी)

केन्द्रीय राज्य फार्म, जैतसर

जिला - श्रीगंगानगर (राज.)

दूरभाष : 01498-261202, 261227

ईमेल - csf.jetsar@indiaseeds.com

**NATIONAL SEEDS
CORPORATION LIMITED**

(A Government of India Undertaking - Miniratna Company)

(CIN : U74899DL1963GOI 003913)

Central State Farm, Jetsar

Website: www.indiaseeds.com

PHONES : 01498-261202, 261227

E-mail - csf.jetsar@indiaseeds.com

मुख्यालय - बीज भवन, पूसा परिसर, नई दिल्ली - 110012

GSTIN.: 08AABCN8973F2Z3

Ph.: 01498-261202 (O)

E-mail: csf.jetsar@indiaseeds.com



राष्ट्रीय बीज निगम लिमिटेड

NATIONAL SEEDS CORPORATION LTD.

(भारत सरकार का संस्थान) (A Govt. of India Undertaking)

केन्द्रीय राज्य फार्म, जैतसर / CENTRAL STATE FARM, JETSAR-335702

पत्रांक के.रा.फा./जैत/.....

दिनांक

प्रति

.....

.....

.....

महोदय,

आपकी ओर निम्नलिखित प्रपत्र/विवरणिका कार्यवाही हेतु प्रेषित है।

1. क्षेत्र निरीक्षण प्रतिवेदन को पीली प्रतियां क्र.....सेतक
2. एम टी. नोट सं.दिनांक
3. जी आर नोट सं.दिनांक
4. बिल सं.दिनांक.....कृपया शीघ्र भुगतान करने का कष्ट करें।
5. आई.डी.पी. नोट क्र
6. अन्य

कृपया पावती भेजने का कष्ट करें।

धन्यवाद।

सलंगन-उपरोक्त

प्रतिलिपि :-

.....

.....

.....

भवदीय

विभाग अधिकारी

Sample

Bukram Parchi (Raw Seed & Graded Seed)



NATIONAL SEEDS CORPORATION Ltd.

RECEIPT

[illegible]

CENTRAL STATE FARMS JETSAR (Raj.)

[illegible]

परिशिष्ट - II (क)

राष्ट्रीय बीज निगम लिमिटेड

आकस्मिक छुट्टी/विशेष आकस्मिक छुट्टी/प्रतिबंधित छुट्टी/प्रतिपूरक छुट्टी के लिए आवेदन -प्रपत्र
APPLICATION FR CL/SCL/RH/ COMP.OFF

कार्यालय का नाम ----- Name of office.....	विभाग का नाम----- Name of Department	दिनांक----- Date.....
कार्यालय का नाम ----- Name of Employee:	ब्र. . E.No.:	Designation:
छुट्टी का प्रकार Nature of Leave: . /वि. . /प्र. /प्र. . . CL/SCL/RH/ COMP.OFF	अवधि Period	
	From:	To:
कम्पनी कार्यालय पर काम करने के पवज में प्रतिपूरक छुट्टी Comp. Off in lieu of working on:		
छुट्टी का कारण: Reason for Leave		
चालू वर्ष में अभी तक ली गई आठछुट्टी/विठ 0 0 की संख्या Number of CLs/SCL already availed during the current year:		
छुट्टी के दौरान पता: Address during the leave		
आवेदक के हस्ताक्षर Applicant's Signature	संस्तुति/गैर संस्तुति Recommended/ Not recommended प्रभारी के हस्ताक्षर Signature of Officer Incharge	स्वीकृत/गैर स्वीकृत Sanctioned/ Not Sanctioned (कर्मचारी को सूचनाथ) (Employee to be informed) मंजूरी अधिकारी के हस्ताक्षर Sign. of Sactioning Authority

परिशि - III

राष्ट्रीय बीज निगम लिमिटेड
कार्यभार ग्रहण रिपोर्ट

कार्यालय का नाम	विभाग का नाम	तिथि
Name of office.....	Name of Department	Date.....
कार्यालय का नाम ----- Name of Employee:	क्र. . E.No.:	Designation:

विभागाध्यक्ष के लिए
To Head of Department

Sir,

सक्षम प्राधिकारी द्वारा पूर्व स्वीकृत दिनांक दिनों की अर्जित /
अर्ध वेतन/ प्रतिचर्चित अवकाश / अतिरिक्त साधारण छुट्टी लेने के पश्चात्, मैं एतद् द्वारा आज मैंने 20
के दिन पर पूर्वाह्न में अपना कार्यभार ग्रहण कर लिया है। चिकित्सक द्वारा दिया गया मेरा आरोग्य
प्रमाण-पत्र भी संलग्न है। (चिकित्सा आधार पर छुट्टी के मामले में)।

After availing days Earned/HP/Commuted Leave/ EOL, from
..... to which was sanctioned earlier by the Competent Authority, I
hereby report for duty today, the day of 20 in the forenoon. I also
submit Medical Fitness Certificate from my treating Doctor (in case of Leave on Medical
grounds.)

आवश्यक कार्रवाई हेतु मानव संसाधन विभाग को अग्रोपित Forwarded to HR Deptt. for necessary action	प्रभारी अधिकारी / विभागाध्यक्ष के हस्ताक्षर Signature of Officer charge/ HOD	मानव संसाधन प्रभाग HR Department
आवेदक के हस्ताक्षर Applicant's Signature		



NATIONAL SEEDS CORPORATION LIMITED,

(A Government of India Undertaking)

Central State Farm Jetsar, Distt. Sriganganagar (Raj.)

Shri _____ Designation _____

Basic Pay Rs _____ Programme from _____ to _____

and back has been approved by Compotent Authority _____ as over leaf
as detailed below may kindly be sanctioned as DA advance : Railway / Bus Fare

1 _____	to _____	Rs _____
2 _____	to _____	Rs _____
3 _____	to _____	Rs _____
4 _____	to _____	Rs _____
5 _____	to _____	Rs _____
6 _____	to _____	Rs _____
		Rs _____

D.A. for _____

Days Rs. _____

Total Rs _____

I have submitted adjustment account of my earlier TA advance for Rs. _____

Paid to me on _____ to my section Incharge. The unspent balance of cash has also been
deposited with the Receipt No _____ Date _____

I undertake to submit the adjustment account of the current advance immediately on comple-
tion of tour and deposit the unspent balance within scheduled due date failing which the amount may
be received from my salary bonus or any other dues payable to me.

I undertake to refund the advance in full immediately if the tour is cancelled.

Signature of Applicant _____

Adjustment account of the previous advance as above has been received and is under scrutiny / passed
to Accounts section on _____ Recommended for approval.

ADVANCE SANCTIONED

SECTION INCHARGE

CONTROLLING OFFICER

(For use Accounts Section)

Please pay Rs _____ Rupees _____

to Mr/Mrs/Mises _____ in cash _____ Code No : 75/03

Dealing Assistant

Accountant

AM (F&A)

Received Payment of Rs _____ (Rupees _____)

Signature of the Official _____



Head Quarters _____ Month _____

[illegible]

Signature of the Applicant

NO. CSF/JTS/

Central State Farm, Jetsar (Raj.)

Dated:

ORDER

Competent authority has accorded an expenditure and advance sanction for

Rs.....(Rupees.....

.....) on account of purchase of.....

It is requested that the advance may kindly be paid to Shri.....

.....who is being detailed for the

above purpose.

Section Officer

To
A.M. (F&A)
CSF Jetsar