

F.No. 31(1)/06-HR/NSC (e-151168)
NATIONAL SEEDS CORPORATION LTD.
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAWAN, PUSA COMPLEX,
NEW DELHI-110012

Date: 10.01.2025

CIRCULAR

In supersession of earlier circulars of working days/hours of Corporate Office will be as under:-

Working Days: Monday to Saturday (Second Saturday will be observed as closed day every month).

Working Hours: 10:00 AM to 05:30 PM (with Lunch Break from 01:30 PM to 02:00 PM).

Further, the employees will be allowed to come late by 15 minutes i.e 10:15 AM with the condition that he/she has to work 15 minutes more in the evening i.e upto 05:45 PM.

In case an employee marks attendance on or before 10:30AM his/her attendance for the day will be considered provided he/she completes 07 Hours 30 Minutes on that day by punching out on or before 6:00 PM in the evening.

Further, if an employee leaves office without marking attendance in the morning for any meeting/duty assigned by their Head of Department and is also not able to punch out in the evening, he/she can give the attendance with the due approval of the Head of Department during that month in order to regularize the attendance in the same month, for last working day of the month or within 1st week of the succeeding month. This will be effective from the date of issue.

This issues with the approval of the Competent Authority.


10/01/2025

(Onkar Singh)

General Manager (Mktg)/HoD-HR

Distribution:

1. All the HODs/Sectional Head, NSC, Corporate Office- New Delhi are hereby requested to inform the staff working under their supervision about the above circular.
2. Office of CMD, NSC Corporate Office- New Delhi.
3. Office of Director (Finance), NSC Corporate Office- New Delhi.
4. Office of Director (Commercial), NSC Corporate Office- New Delhi.
5. Guard File.
6. IT Cell for uploading in NSC Website.