

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

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

Dated: 22<sup>nd</sup> April, 2021

C I R C U L A R

In continuation of circular of even number dated 19<sup>th</sup> April, 2021 regarding instructions issued by the Delhi Disaster Management Authority exempting from the restricting on movement for attending duty, it is observed that some of the officials are attending office even they are not well and suffering from fever, cough & cold which are the symptoms of infection of Covid-19. It is strictly prohibited/restricted for employees not feeling well health and coming to office and later on detected COVID-19 positive as it will affect others unknowingly. It is better not to come to office, if any employee is not well or suffering from fever, cough & cold. Further, it is also advised that if any family members of the NSC staff are found corona positive, they may also go for home isolation as it will spread the corona virus amongst the staff working with them. Therefore, in order to contain the spread of Covid-19, the officials of NSC working at Corporate Office who are not well and if any member of their family are not well are advised to take necessary treatment from the doctor and also go for RT-PCR test of Corona as per Doctor's advise so that other employees are not infected due to their illness. All employees must ensure that after illness due to fever, cough & cold, RT-PCR test must be negative to join back to the office for duties.

Further, Addl. GM (F&A)-Welfare must ensure sanitization in all rooms/halls twice in a day till further as directed from Competent Authority.

This issues with the approval of Competent Authority.

  
(S.P. Pandey)  
Asstt. General Manager (HR)

**Distribution:**

1. Director (Finance) / Director (Commercial), NSC, Corporate Office.
2. All Head of Departments, Corporate Office with the request to bring the contents of this circular to all the staff working under them and ensure that no employee having any symptoms of Covid-19 may attend the office.
3. PS to CMD.
4. Addl. GM (F&A)-Welfare for information and necessary action.
5. IT Cell for uploading on NSC's website for staff working in Corporate Office.
6. Notice Board.
7. Guard file.