

NATIONAL SEEDS CORPORATION LIMITED
BEEJ BHAWAN, PUSA COMPLEX,
NEW DELHI – 110012

No.31 (1)/06-HR/NSC

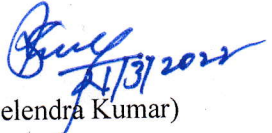
Date: 03.2022

CIRCULAR

As per **clause 4.6** of NSC Leave and Joining Time Rule, no employees shall proceed on leave until and unless the leave applied for has been sanctioned by the Competent Authority, however it has come to notice that employees working in Corporate Office/Regional Office and Farms are not following the NSC Leave & Joining Time Rule and proceeds on leave without taking any approval which has been viewed seriously by the Competent Authority. Also, it observed that employees are not marking their attendance in a proper manner and are not submitting leave application for the period in which presence is not marked in the attendance register.

In view of the above, all employees of NSC Corporate Office/Regional Office and Farms are hereby directed to follow the NSC Leave & Joining Time Rule strictly, and submit their leaves to sanctioning authority in time. Further Incharge HR at each Regional Office / Farm is directed to administer that the rule is being strictly followed by all the employees working in your respective region / farm and all employees attending office should sign/mark their attendance in morning and evening time.

This issues with the approval of the Competent Authority.


(Sheelendra Kumar)

Addl. General Manager (HR)

Distribution:

1. All Heads of Department, NSC Corporate Office, New Delhi with request to bring the contents of Circular in the notice of all Officers/Officials working under their control.
2. All Regional Managers / Heads of Farm, NSC with request to bring the contents of Circular in the notice of all Officers/Officials working under their control and also advise HR Incharge to monitor the attendance properly.
3. PS to Director (Finance) for kind information of Director (Finance)
4. CMD Office
5. In-charge IT Section for uploading on NSC's website.
6. Notice Board.
7. Guard File.