

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

File No. 16(9)/06-HR/NSC

Dated: 24th January, 2022

CIRCULAR

It has been observed that, the Regional Managers/Farm Heads are in practice of engaging the outsource staff and consultant even after their engagement period is over without any approval by the Competent Authority and sending request for regularising such period by seeking ex-post-facto approval for such engagement. The competent authority has viewed seriously such acts of Regional Managers/ Farm Heads and directed to refrain/stop such request in future and no ex- post facto approval will be considered and accorded in such situation.

Further, all Regional Managers/ Farm Heads are advised to submit the proposal for engagement or extension of engagement of outsource staff and consultant well in advance with full justification along with necessity of such engagement against vacancy position to Head Office for further examination and approval. No outsource staff/consultant should be allowed to continue after expiry of engagement period for which approval was accorded by Competent authority, if it is noticed that even after the above direction the outsource staff/consultant are continuing after the engagement period is over without any approval of Competent authority, the RMs/Farm Heads are personally held responsible for such engagement and no ex-post-facto approval will be considered in such case. The engagement of outsource staff/consultant without the approval and more than the approved numbers and period of engagement accorded by the Competent Authority, such act will attract disciplinary action against the concerned Regional Managers/Farm Heads.

Therefore, all RMs/Farm Heads are advised to abide by the above directions of Competent Authority and follow the directions while submitting the proposal for extension of engagement period or fresh engagement of outsource staff and consultant well in advance preferably one month before expiry of the engagement period in case of consultant/outsource staff already engaged and preferably in month of January of every year for fresh engagement of outsource manpower required or continuing in Regional Offices and period going to completed in 31st March every year for particular financial year. RMs/Farm Heads should engage consultant/outsource staff only after approval of Competent Authority is conveyed.

For strict compliance please.


(S. P. Pandey) 24/1/2022

Dy. General Manager (HR)

Distribution:

1. All Regional Managers & Farm Heads, NSC.
2. Director (Finance) NSC, Corporate Office, New Delhi.
3. All Head of Departments, Corporate Office.
4. PS to CMD.
5. IT Cell for uploading on website (HR Circulars)
6. Guard File.