

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

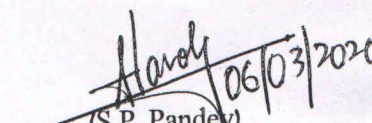
No. 37(1)/06-HR/NSC

Dated: 06<sup>th</sup> March, 2020

CIRCULAR

The Department of Personnel & Training (DoPT), Ministry of Personnel, Public Grievances and Pensions, New Delhi vide OM No. C-13014/1/2020-Vig. dated 06<sup>th</sup> March, 2020 has issued guidelines for exemption of employees to mark biometric attendance to take all possible preventive measures to stop spread of novel coronavirus till 31<sup>st</sup> March, 2020 but all the employees are required to mark their attendance in Attendance Register during this period.

It has accordingly been decided by the Competent Authority that all the employees of Corporate Office/Regional Offices/Farms may mark their attendance in the Attendance Register kept at the main gate till 10.15 AM/5.30 PM for officials working at Corporate Office and HR Section of concerned Regional Offices & Farms till 31<sup>st</sup> March, 2020 instead of biometric Attendance System with effect from 07.03.2020.

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

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1. Director (Finance) / Director (Commercial), NSC, Corporate Office.
2. All Heads of Department with the request to bring the contents of this circular to all officers/officials working under them.
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