

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

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

Date: 18.05.2020

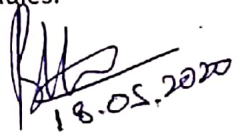
CIRCULAR

This is in continuation to NSC Circular issued under file of even number dated 06.03.2020 wherein it has been decided by the Competent Authority that all the employees of Corporate Office will mark their attendance register kept at the main gate till 10:15 AM/5:30 P.M. In this context, it has come to the notice of Competent Authority that some of the Officials are not attending duty at stipulated Office timing i.e. till 10:00 A.M which has been viewed seriously by the Competent Authority.

It has accordingly been decided by the Competent Authority that all the employees of Corporate Office should attend duty in accordance with the Official working time i.e. till 10:00 A.M and may mark their attendance in the Attendance Register kept at the main gate till 10.00 AM in the morning. The Office timing mentioned above must be adhered strictly otherwise suitable disciplinary action will be initiated.

Further, above instructions are in consonance with NSC General Conditions of Service Rules.

This issues with the approval of Competent Authority.


18.05.2020
(Binod Bihari Saw)
Sr. General Manager (HR)

Distribution:-

1. All Divisional Heads at Corporate Office
2. Director(Finance)/Director(Commercial), NSC Corporate Office.
3. Addl.GM(Vig.)/Addl.GM(F&A-Wel)/GM(CA)&CS & GM(MM) , NSC Corporate Office
4. APS to CMD.
5. IT Cell
6. Guard File.