

NATIONAL SEEDS CORPORATION LIMITED
HR DEPARTMENT

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

Dated: 23rd March, 2020

CIRCULAR

Subject: Preventive measures to be taken to contain the spread of COVID19 by the Central Public Sector Enterprises (CPSEs)

Reference :

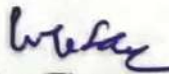
- (1) OM No./0037/2014-GM-FTS-1867 dated 19th March, 2020 issued by Department of Public Enterprises, New Delhi
- (2) NSC Circular issued under vide file no. 37(1)/06-HR/NSC dated 20.03.2020 to Head of Farms & Regional Managers
- (3) OM no. 10037/2014-GM-FTS-1867 dated 22.03.2020 issued by Department of Public Enterprises, New Delhi.

With reference to above mentioned OMs and Circulars for taking preventive measures to be taken to contain the spread of COVID-19, Department of Public Enterprises (DPE) has issued another OM as referred in (3) above vide which further directions on the above cited subject has been issued which is stated as under –

- (i) Heads of CPSEs may draw up a Roster of Staff (all officers and employees, including executives, non-executives, consultants, contractual and outsourced employees) **who are required to render essential services** within each CPSE (Keeping in view the work/production exigencies). **They alone may be asked to attend the Office/Unit from 23rd March until 31st March, 2020. In other words, the CPSEs should function with skeletal staff.** The officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.
- (ii) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

In this connection, it is further stated that regarding the wake of COVID 19 pandemic, several State Govt.'s have issued orders regarding complete lockdown in their States/UT like Rajasthan, Uttrakhand, Maharashtra, NCT of Delhi etc. wherein Public transport has also been closed till 31st March 2020.

In view of the above, to follow the directions of DPE, it is proposed that we may request all Heads of Departments at Corporate Office to draft roster of skeletal staff (all officers and employees, including executives, non-executives, consultants, contractual and outsourced employees) who are required to render essential services within each Department, keeping the work and Production exigencies into consideration and submit the same to HR Department at the earliest. Also all the officials are requested to be available on telephone and electronic means of communication at all times.


Director (Finance)

Distribution:

- (1) All Head of Department, NSC Corporate Office, New Delhi
- (2) PS to CMD
- (3) APS to Director (Commercial)
- (4) Guard File.