

**NATIONAL SEEDS CORPORATION LIMITED**  
**HR DEPARTMENT**

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

Dated: 23<sup>rd</sup> 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 19<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> March 2020.

In view of the above, Regional Offices, Farms, Area Offices, Production Centres & Marketing Centres etc. of NSC situated in different States where Order of lockdown has been issued by State Authorities, instruction of State Authorities may be followed where it includes the Offices of State as well as Central PSUs, While those State Authorities which have excluded offices of Central PSUs from there Order of Lockdown, they may follow DPE OM No. 10037/2014-GM-FTS-1867 dated 22.03.2020 and draw 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 Regional Office and Farm. All should ensure safety and shall try to monitor their works especially at fields by visiting from their residence.

  
**Director (Finance)**

**Distribution:**

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