

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

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

Dated:- 30.04.2021

OFFICE ORDER (394)

This is with reference to DOPT, Ministry of Personnel, Public Grievance and Pensions OM issued under File No. 11013/9/2014 Estt-A-III dated 19th April 2021 and NSC Office Order No. 254 issued under File No. 37(1)/HR-06/NSC dated 26.03.2021 on preventive measures to contain spread of Covid-19 in offices. In this context, it is to inform that all officers and staffs who attend office will observe staggered timings, as under:-

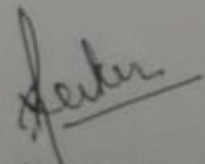
1st Shift: 9:30 AM to 5:00 PM
2nd Shift: 9:45 AM to 5:15 PM
3rd Shift: 10:00 AM to 5:30 PM

S N	DEPARTMENT	Shift Duration (1 st Week) 1 st May to 9 th May 2021	Shift Duration (2 nd Week) 10 th May to 16 th May 2021	Shift Duration (3 rd Week) 17 th May to 22 nd May 2021	Shift Duration (4 th week) 23 rd May to 31 st May 2021
1	HR, Welfare, Vigilance, CS	9:30 AM to 5:00 PM	9:45 AM to 5:15 PM	10:00 AM to 5:30 PM	9:30 AM to 5:00 PM
2	Production, QC, Marketing	9:45 AM to 5:15 PM	10:00 AM to 5:30 PM	9:30 AM to 5:00 PM	9:45 AM to 5:15 PM
3	Engg. IT, MM, Finance	10:00 AM to 5:30 PM	9:30 AM to 5:00 PM	9:45 AM to 5:15 PM	10:00 AM to 5:30 PM

"The above instructions will be effective from 1st May 2021 to 31st May 2021, However, the above instructions will not be applicable to the officers/ staffs & drivers working in the office of CMD, Director (Commercial), Director (Finance). They will continue to attend office at regular timing of 10: 00 AM to 5:30 PM".

The HODs may kindly ensure strict compliance of National Directives for Covid-19 management regarding social distancing issued by Department of Personnel and Training Order No. 11013/9/2014-Estt. A III dated 18.05.2020 and Ministry of Health & Farmers Welfare SOP dated 04.06.2020.

This issues with the approval of the Competent Authority.



(A Sarkar)

Manager (HR)

Distribution:-

1. Notice Board:- For information of all employees including Trainees/ Contractual/Outsourced Staffs'
2. Director (Finance)/Director (Commercial), NSC, Corporate Office.
3. All Divisional Heads at Corporate Office.
4. CVO/Addl. GM (F&A-Wel.)/GM (CA) & CS /Addl. GM (HR/MM), NSC, Corporate Office.
5. APS to CMD.
6. IT Cell
7. Gard File