

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

No. 3(1)/06-HR/NSC

Dated: 29th June, 2021

OFFICE ORDER NO. (455)

Shri Binod Bihari Saw, Sr. General Manager (HR) has resigned from the services of NSC and will be relieved on 03rd July, 2021 (A/N). Consequent upon his relieving, Shri Sheelendra Kumar, Addl. GM(HR) and Shri S.P. Pandey, Asstt. GM(HR) will look after the works of HR Department as under:-

I. **Shri Sheelendra Kumar, Addl. GM(HR)** will look after the following works:-

1. All Establishment works of Corporate Office, ROs & Farms.
2. He will be Nodal Coordinator for smooth implementation of APARs of Board level incumbents of NSC.
3. He will act as Nodal Officer for forwarding of applications of Board level Executives/below Board level Executives for outside employment to PESB through administrative Ministry/PESB directly.
4. He will be responsible for preparing Board agenda related to HR for placing before the Board of Directors and on approval, implement the same.
5. He will prepare MoU target of HR Department and place it before the Competent Authority for approval and inclusion in NSC's MoU target. On approval of the same, he will be responsible for achievement of MoU target.
6. He will be responsible for preparation of point wise reply of all legal cases and vetting related to Establishment Section and provide all inputs to Legal Department.
7. He will examine and put-up all matters related to RTI, CPGRAM, VIP reference etc.
8. He will be responsible for implementation of all labour laws amended from time to time in NSC.
9. He will represent HR Department in all purchase committee meetings and also be a part of Head of HR Department held in NSC.
10. Parliament questions related to above works.
11. Any other work assigned to him by the Competent Authority from time to time.

II. **Shri S.P. Pandey, Asstt. GM (HR)** will look after the following works:-

1. Policies, Wages and IR Cell.
2. Recruitment, promotion and statistical Cell.
3. Coordination and Farm Cell.
4. He will act as Chief Security Officer of all Farms/ROs/Corporate Office and security reports will go directly to him.
5. Regularization of DPW/DWWs.
6. Transfer of employees (internal/out of Region/Farm).
7. Engagement of outsource staff/consultant etc. in NSC (including various schemes of MOA&FW).
8. He will be responsible for preparation of para-wise comments, vetting of reply of all legal cases related to Recruitment/Promotion/Transfer/Regularization etc.
9. RTI/CPGRAM/VIP reference related to Recruitment, promotion etc.
10. Absorption or otherwise of MT/Sr. Trainee/ Diploma Trainee/ Trainee.
11. Parliament Questions related to recruitment, promotion etc.
12. Any other work assigned to him by the Competent Authority from time to time.



Continued in page 2

Consequent upon joining of Shri Shashank Verma, Asstt. Manager (HR) at Corporate Office, he will report to Shri S.P. Pandey, Asstt. GM (HR) and Ms. Pooja Sharma, AM(HR) will be placed under Shri Sheelendra Kumar, Addl. GM(HR) in Establishment Section.

Shri A. Sarkar, Manager (HR) will continue in Establishment Section till his superannuation i.e. 31.08.2021.

Shri Sheelendra Kumar, Addl. GM(HR) will report to Director (Finance) for works related to HR and for works related to MM to Director (Commercial). Shri S.P. Pandey, Asstt. GM(HR) will report to Director (Finance). The employees working in Establishment Section, APAR Cell and DEO for statistical work will report to Addl. GM(HR) and the employees working in Promotion, Recruitment and Farm Cell will report to Shri S.P. Pandey, AGM(HR).

This order will come in force w.e.f. 03.07.2021 (A/N).



(V. Mohan)
Director (Finance)

Distribution:

1. Shri Sheelendra Kumar, Addl. GM (HR), NSC, Corporate Office.
2. Shri S.P. Pandey, Asstt. GM (HR), NSC, Corporate Office.
3. Shri B.B. Saw, Sr. GM (HR) may handover the charge of HR Department on 03.07.2021(A/N).
4. PS to CMD / Director (Commercial), NSC, Corporate Office.
5. All Heads of Department, Corporate Office.
6. All Regional Managers/Head of Farms, NSC.
7. Personal file of the officer concerned.
8. IT Cell for uploading on NSC's website.
9. Guard file.