

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

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

Dated: 04.12.2021

**OFFICE ORDER ( 971 )**

This is with reference to DOPT, Ministry of Personnel, Public Grievance and Pensions OM issued under file No.11013/9/2014-Esstt. A III dated 28.05.2021 and NSC Office Order No. 459 issued under File No. 37(1)/HR-06/NSC dated 29.06.2020 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:-

1<sup>st</sup> Shift : 09:30 AM to 05:00 PM  
2<sup>nd</sup> Shift : 09:45 AM to 05:15 PM  
3<sup>rd</sup> Shift : 10:00 AM to 05:30 PM

S. No.	DEPARTMENT	Shift Duration (1 <sup>st</sup> Week ) 6 <sup>th</sup> Dec. to 10 <sup>th</sup> Dec.	Shift Duration (2 <sup>nd</sup> Week) 13 <sup>th</sup> Dec. to 18 <sup>th</sup> Dec.	Shift Duration (3 <sup>rd</sup> Week) 20 <sup>th</sup> Dec. to 24 <sup>th</sup> Dec.	Shift Duration (4 <sup>th</sup> Week) 27 <sup>nd</sup> Dec. to 01 <sup>st</sup> Jan.
1.	Engg., IT, MM & Finance	09:30 AM to 05:00 PM	09:45 AM to 05:15 PM	10:00 AM to 05:30 PM	09:30 AM to 05:00 PM
2.	HR, Welfare, Vigilance & CS	09:45 AM to 05:15 PM	10:00 AM to 05:30 PM	09:30 AM to 05:00 PM	09:45 AM to 05:15 PM
3.	Production, QC & Marketing	10:00 AM to 05:30 PM	09:30 AM to 05:00 PM	09:45 AM to 05:15 PM	10:00 AM to 05:30 PM

“The above instructions will be effective from 6<sup>th</sup> December, 2021 to 1<sup>st</sup> January, 2022. However, the above instructions will not be applicable to the Officers/Staffs & Drivers working in the office of CMD, Director (Finance). They will continue to attend office at regular timing of 10:00 AM to 05:30 PM”.

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

  
(Sheelendra Kumar)

Addl. General Manager (HR)

**Distributions:-**

1. Notice Board: For information of all Employees/ Trainees/Contractual/Outsourced staffs.
2. APS to CMD/Director(Finance), NSC, Corporate Office.
3. All Divisional Heads at Corporate Office.
4. All Regional Managers/Farm Head.
5. DGM (HR)/ AGM (Vig.)/ AGM (MM) & Asstt. CS, NSC, Corporate Office.
6. IT Cell.
7. Guard File