



भारत सरकार का उपक्रम
(मिनिरत्न कम्पनी)
बीज भवन, पूसा परिसर
नई दिल्ली- 110012

INDIA SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
(CIN : U74899DL1963PLC003913)
BEEJBHAWAN, PUSA COMPLEX
NEW DELHI-110 012 (INDIA)
Website: www.indiaseeds.com
PHONES : 25842383, 25846272, 25842692,
25846295
e-mail - nsc@indiaseeds.com

No. NSC/MM/Circular/2018-19

8 Nov, 2018

CIRCULAR

Sub: Purchase of Material by Regional Managers/Farm Head.

In continuation of circular of even reference dated 02/11/2018, it has been observed that in some of the cases, Regional Managers/Farm Heads are procuring the material at Regional Office/Farm level without following proper NSC Purchase Procedure and also without the prior approval of Corporate Office stating the urgency. Competent authority has directed that purchases in future may be done by MM Division. For procuring the material at Corporate Office level, at least 45 days required even short notice tender is invited.

Accordingly; all the Regional Managers and Farm Heads are hereby advised to finalize their requirement well in advance and the requirement of material needs to be purchased at Corporate Office level must reach to MM Division through Sr. GM (Prodn) or Addl. GM (Mktg) as the case may be at least 45 days in advance. If the requirement is not received 45 days in advance, it will not be possible to procure the material at Corporate Office level, in time. Hence regular procurements should be planned in advance for timely procurement at HO level.

This is for strict compliance by all concerned.

This issues with the approval of competent authority.

(Sheelendra Kumar)

Dy. General Manager (MM)

Encl: As stated

Distribution:

1. All Heads of Department.
2. All Regional Managers.
3. All Heads of Farm.

Copy to:

4. PS to CMD, for kind information of CMD.
5. PS to Dir (Fin), for kind information of Dir (Fin).