



राष्ट्रीय बीज निगम लिमिटेड
भारत सरकार का उपक्रम
(मिनिरल्टन कम्पनी)
बीज भवन, पूसा परिसर
नई दिल्ली- 110012

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24 June, 2022

CIRCULAR No. (364)

Subject: Payment of Gratuity / Leave Encashment to retired / resigned / expired employees.

As you are aware that the guidelines regarding to process the cases for payment of terminal benefits, such as, Gratuity / Leave Encashment etc. have been issued vide HO Circular of even reference dated 22nd July 2021 & 29th November 2021.

On perusal of No Dues Certificate issued by the concerned Regional Manager, it has been observed that the huge outstanding amount is being shown in NDC. In most of the cases the outstanding amount pertains to credit sale and grower's advance. Due to outstanding amount against an employee in the No Dues Certificate, the payment of terminal benefit to ex-employees are being delayed.

Despite of issuance of guidelines, it has been observed that the action against the employees against whom the huge amount is outstanding on account of credit sale / grower's advance are not being taken by concerned Regional Manager / Farm Head and Head of concerned Department particularly, Marketing, Production at Corporate Office, resulting in delayed payment of Gratuity & Leave Encashment to retired employees. Due to delayed payment of Gratuity (being statutory payment) to ex-employees, sometimes Corporation is bound to pay interest on delayed payment over and above the eligible Gratuity amount.

As it has been clearly mentioned in the Circular dated 22nd July 2021 and 29th November 2021 referred above that the outstanding amount on account of credit sale/ grower's advance or any pecuniary loss to the Corporation must be reviewed by concerned Regional Manager / Farm Head one year before the retirement of concerned employee and same to be monitored personally by HODs particularly, Marketing /Production at Corporate Office.

Further, as advised vide above circulars that if still there is any outstanding amount against the employee, documents in support of negligence on the part of employee must be sent to Head of Marketing for credit sale and Head of Production for grower's advance at least six months before the retirement of the employee to fix the responsibility. The concerned HOD will review the recommendation of concerned RM/Farm head and will forward to Vigilance for initiation and completing the Disciplinary action against such employee well in advance so that the amount may be recovered from concerned to avoid any financial loss to the Corporation.

Further, it has been noticed that the employee has been superannuated and the outstanding amount is mentioned against the employee in his No Due Certificate issued by concerned Regional Manager / Farm Head and no action has been taken against such employee for outstanding amount by the concerned Regional Manager/Farm Head. In such situation it becomes very difficult to recover /realize the outstanding amount from the employees legally. Hence, the concerned RM/Farm Head will be held responsible for the said loss to the Corporation. Further, concerned Head of Department is requested to ensure that all RM/Farm Head strictly follow and adhere to the instructions mentioned in this circulars along with the instructions passed in circular dated 22nd July 2021 & 29th November 2021.

In view of above, all concerned are hereby requested to adhere to the guidelines mentioned above and in circulars dated 22nd July 2021 and 29th November 2021 strictly.

This issues with the approval of Competent Authority.

(Sheelendra Kumar)
Addl. General Manager (HR)

Distribution:

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