

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

No. 150(1)/21-HR/NSC


Dated: 2 July, 2021

C I R C U L A R

This is in continuation of IOM No. 4(2886)/88-HR/NSC dated 07th August, 2018 issued by Sr. General Manager (HR) and circular No. FIN/NSC/2021-22 dated 25th June, 2021 issued by Sr. General Manager (F&A), copy of which are enclosed for reference. It is further informed that as per Section-7(3) of Payment of Gratuity Act, 1972, the employer shall arrange to pay the amount of gratuity within thirty days from the date it becomes payable to the person to whom the gratuity is payable. If the amount of gratuity payable under sub-section (3) is not paid by the employer within the period specified in sub-section (3) the employer shall pay, from the date on which the gratuity becomes payable to the date on which it is paid, simple interest at such rate, not exceeding the rate notified by the Central Government from time to time for repayment of long term deposits.

It has been observed that despite of repeated reminders, Regional Offices/Farms are not forwarding the service records alongwith No Dues Certificate to HR Department, Corporate Office on time resulting delayed payment of gratuity. It is relevant to inform that due to non-payment of terminal dues in time, the retired employees are approaching the Courts/Labour Commissioner for payment of gratuity with interest and NSC is bound to pay the penal interest as ordered by the appropriate authority. Further, it has also been observed that ROs/Farms while forwarding No Dues Certificate, the huge amount of outstanding against credit sale/growers payment etc. being mentioned. Some times amount is so huge that can not be recovered from his terminal benefits specially from leave encashment as forfeiture of gratuity or recovery from the gratuity amount on account of damage/loss to the Corporation can be done only if the services of the employees is terminated as per Section 4(6) of Payment of Gratuity Act, 1972.

Therefore, in order to avoid such situation in future, all Regional Managers/Head of Farms are advised to forward the Service Book alongwith No Dues Certificate and other related documents to HR Department, Corporate Office one month before the date of retirement of the concerned employees so that the cases for release of terminal dues are processed accordingly. Further, it is also advised that if there is any outstanding amount against the employee due to credit sale/Growers advance etc., supporting documents to fix the responsibility on concerned employee may be forwarded to Head of Marketing/Production as the case may be, well in advance i.e. atleast before six months of retirement so that responsibility can be fixed and necessary disciplinary action can be initiated against the concerned employee well before his retirement. Head of Marketing/Production after fixing the responsibility must forward the relevant

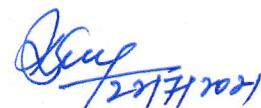
 21/7/2021

documents in support of negligence on the part of employee alongwith their comments to Vigilance Department for taking disciplinary action against the concerned employee.

In view of above, all Regional Managers/Heads of Farm are advised to adhere the above instructions strictly.

The violation of the instructions shall be viewed seriously and if there is any liability comes on NSC from any authority due to non-payment of terminal benefits to the retired employees in time, the concerned Regional Manager/ Head of Farm will be held responsible for the same.

This issues with the approval of Competent Authority.



(Sheelendra Kumar)

Addl. General Manager (HR)

Encl. :As above.

Distribution:

1. PS to CMD, NSC, Corporate Office.
2. Director (Finance) / Director (Commercial), NSC, Corporate Office.
3. Sr. General Manager (F&A), NSC, Corporate Office.
4. Addl. GM(Mktg.) / Addl. GM (Prodn.) with the request to review all such cases and take necessary action as mentioned in the circular.
5. All Regional Manager/Head of Farms, NSC.
6. Asstt. GM (Vigilance), NSC, Corporate Office.
7. Guard file.



राष्ट्रीय बीज निगम लिमिटेड
(भारत सरकार का उपक्रम- मिनीरल कम्पनी)
बीज भवन, पूसा परिसर, नई दिल्ली -110 012.
फैक्स -011 -25846462 e-mail - nsc@indiaseeds.com

स्पीड पोस्ट से

अन्तर कार्यालय ज्ञापन

प्रेषक :
वरिष्ठ महाप्रबंधक(मा.सं.)

प्रेषित :
सभी क्षेत्रीय प्रबंधक, रा.बी.नि.,
सभी फार्म प्रमुख, केन्द्रीय राज्य फार्म,
रा.बी.नि. ।

सं० सं०: 4(2886)/88-HR/NSC /12472 T 012486 ^{10/8/18} दिनांक : 06.08.2018

विषय:- क्रेडिट सेल/ उधारी या अन्य के मद में बकाया वसूली/रिकवरी के संबंध में।

सक्षम प्राधिकारी के संज्ञान में आया है कि निगम के क्षेत्रीय कार्यालयों में कार्यरत अधिकारी/कर्मचारियों के सेवानिवृत्ति के समय उनके विरुद्ध क्रेडिट सेल/ उधारी या अन्य के मद में बकाया वसूली/रिकवरी दर्शायी जाती है। जिस कारण सेवानिवृत्ति के उपरान्त संबंधित अधिकारी /कर्मचारी को अपने देयों के लिए परेशानी का सामना करना पड़ता है।

अतः सभी क्षेत्रीय प्रबंधकों एवं फार्म प्रमुखों को निर्देश दिया जाता है कि अपने अधीनस्थ कार्यरत अधिकारियों/कर्मचारियों के बकाया वसूली/रिकवरी की कार्यवाही के मामलों का संबंधित कर्मचारी की अधिवार्षिता आयु पूर्ण होने से एक वर्ष पूर्व ही निपटान किया जाय।

सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

बी.बी.साव
(बी.बी.साव)

वरिष्ठ महा प्रबंधक (मा.सं.)

o/c

(1)

NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX,
NEW DELHI-110012
(FINANCE AND ACCOUNTS)

No.FIN/NSC/2021-22

Dated 25th June,2021


C I R C U L A R

It has been observed that recoveries against the staff posted at ROs/Farms are intimated to this office after the retirement/superannuation of the concerned employee and hence recoveries cannot be adjusted from their dues. Farm Heads/RMs are hereby instructed to see for long pending Grower advances or Debtors related to the concerned employee or any other reason due to which recovery is advisable and to inform the same to Head Office well in advance.

Accounts Incharge are instructed to inform their respective heads regarding such advances/Debtors six months prior to retirement. Production and Marketing Incharge should also inform their respective Heads for any other reason for which they feel recovery is advisable six months prior to retirement.

Violation of above referred instruction shall be viewed seriously. Therefore, scrupulous compliance is to be ensured in this regard.

This issue with the approval of Competent Authority.


(Kaushik Rakshit)

Sr.General Manager(Finance)

Distributions:

1. All Accounts Incharge, NSC, at ROs/Farms for compliance.
2. All RMs/Head of the Farms, NSC for compliance.
3. PS/PA to All Head of the Departments, NSC Corporate office for information.
4. PS to Dir(Fin.)/ PS to Dir(Comml.), NSC Corporate Office, New Delhi for information.
5. PS to CMD, NSC Corporate office, New Delhi for information.