



NATIONAL SEEDS CORPORATION LIMITED

DIVISIONAL PROCEDURES
(ISO 9001:2000)

ADMINISTRATION

Approved by: Head of Division(s)
Effective Date: 15.10.2007

National Seeds Corporation Limited
Beej Bhavan, Pusa Complex, New-Delhi 110012

Telephone: 011-25842383, 25846292, 25846295, Fax: 011-25841337
Web-site: www.indiaseeds.com

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Format for Training Feedback

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1. Name and Designation of the Participant :
2. Institution/Organization imparting Training :
3. Training Programme Attended :
4. Duration of Training Programme :
5. General Assessment of Training :
 - (a) Quality of Curriculum :
 - (b) Quality of Training Infrastructure :
 - (c) Presentation/ Teaching Approach of Trainers :
 - (d) Usefulness of Training :
6. As per your assessment which of the Training Session (s) was/were:
 - (a) Most effective
 - (b) Most ineffective
7. Overall Assessment of Training Programme (Please choose any one):
Excellent V. Good Good Poor

(Signature of Participant)




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Format for training record.

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Name of Employee:
Designation:
Department:
Qualification:
Date of Birth:
Date of Joining in NSC:
Date of Retirement:

Date of Training	Nomenclature of training programme	Institution/ Organization	Duration	Evaluation /Remarks of Divisional Heads.
1	2	3	4	5

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1.0 Purpose: To establish and operate a system of identification of training needs and providing for the same.

2.0 Scope: NSC employees of all categories.

3.0 Overall Responsibility: Head of Training Cell.

4.0 Procedure

S.No.	Activity/Description	Responsibility	Ref.Documents/ Records
1.	Inviting training requirements.	Head of Training	Circular inviting training.
2.	Receipt of identified training needs from DHs/RMs.	DHs/RMs	Indent/no.for training form
3.	Review and consolidation of training requirement & preparation of proposal including training calendar	Head of Training	Training file.
4.	Submission of proposal for approval.	Head of Training	Training file.
5.	Communication of approved training calendar to all	Head of Training	Training Calendar.
6.	a. Receipt of nominations and information to participants. b. Individuals may also identify their own training needs and same is forwarded to Head (Trg.) through RO. Approval is given by CMD and information about training/approval is sent to concerned RO.	Head of Training /CMD	-do-
7.	Organization of training. Training may be organized in house or may be conducted externally by an external organization. A copy of training material/hand notes are forwarded to Head-Training Cell for all the external training programs. If required and the subject is of common interest, a presentation by the trained employee may be made for the benefits of all concerned.	Head of Training	Training materials and training presentation.
8.	Compilation of training feedback.	Head of Training	Training feedback form (F/Admn/01/01)
9.	Corrective action on training feedback.	Head of Training	-do-

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10.	Up-dation of training record of employee.	Head of Training	Training data form (F/Admn/01/02)
11.	<p>Evaluation of effectiveness of training provided.</p> <p>If the training is related to the work profile of the person trained, an informal feedback is obtained from the immediate superior (after six months of completion of training). Formal evaluation of utility of training and improvement in performance is also assessed during the annual performance appraisal of employees.</p>	DHs/RM	<p>Training effectiveness Evaluation form. F/Admn/01/02</p>



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Quality Plan for training

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S.No.	Activity	Control Parameters	Control exercised & responsibility	Responsibility of Review / Monitoring	Freq. of monitoring & records, if any.	Remarks
1	Inviting the training requirement	Time	❖ Training requirements shall be called for in the first week of Dec.	Head of Training	Yearly	
2	Receipt of training requirement and consideration	Time for forwarding by 31 st Jan. each year	❖ The training requirements shall be forwarded in standard format duly approved by DHs/RM.	DHs/RM	As and when inspection call is received	
3	Review of training requirement and preparation of proposal	Classification Costing schedule of training Time	❖ The common training requirements of regions are identified for organizing training at HO/Central level. The other training which are unique and less in number are decided to be conducted at RO level. ❖ The training estimate is made within the budget. ❖ Training schedule is prepared based on the availability of employees (i.e. off season) and training organization. ❖ The proposal shall be ready within one	Head of Training	Yearly	




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		Approving Authority	week of last date of receipt of training requirement. ❖ CMD with recommendations of Head of Training			
4	Communication of training calendar / specific training	Time	❖ Approved training calendar shall be communicated to all regions by end of March. ❖ Participants to be informed atleast a week in advance	Head of Training	Yearly	
5	Organizing training	In house / Outside Agency	❖ If facility of expertise is available within NSC then training is conducted in house or otherwise external agency is hired for conducting training	Head of Training	Quarterly	
6	Compilation of training feedback	Format	❖ The training feedback shall be in specified format after attending the training ❖ To be obtained atleast from 75% participants	Head of Training	-do-	
7	Corrective action on training feedback	Time	❖ The corrective action on the training feedback shall be initiated within one week of training if training is conducted in house or within one week of receipt of feed back.	Head of Training	Quarterly	


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8	Evaluation of effectiveness of training provided	Format	<ul style="list-style-type: none"> ❖ The format for evaluation of effectiveness of training shall be sent to all concerned DHs/RMs after six months of providing training. ❖ The evaluation shall be done by the controlling officer of the person whom training has been imparted. ❖ Evaluation is applicable only for job related training. ❖ Evaluation may also be done during review of annual CR's 	<p>DHs/Head of Training /RM</p> <p style="text-align: center;">-do-</p>	<p>Half yearly</p> <p style="text-align: center;">-do-</p>	
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 <p>Approved By:</p>	<p>Procedure for Top Management-fixation of annual targets/MOU targets. Effective Date:</p>	<p>Doc: P/Admn/02 Issue No. 02 Page: 01 of 01 Page Rev. No: 00</p>
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1. **Purpose:** To establish & maintain a procedure for fixation of annual targets/MOU targets.
2. **Scope :** MOU targets.
3. **Overall Responsibility:** Company Secretary/MD.
4. **Procedure:**

S.No.	Activity Description	Responsibility	Ref Doc./ Record
1.	Receipt of Guidelines from DPE	CS	DPE OM reg. issuance of guidelines.
2.	Inviting MOU targets from DHs pertaining to their respective deptts.	CS	MOU file.
3.	Receipt of MOU targets from DHs	DHs	MOU format
4.	Review and consolidation of MOU targets and submission to MD for approval.	CS	MOU file.
5.	Submission of MOU targets for approval of BODs	CS	MOU file
6.	Forwarding of BOD approved draft MOU to DPE through MOA	CS	MOU file.
7.	Approval of draft MOU by DPE (MOU Task Force)	CS	MOU file.
8.	Intimation of approved MOU targets to DHs.	CS	MOU file.
9.	Collection of quarterly progress of MOU achievement	DHs	MOU Progress Format
10.	Review of quarterly progress by BOD	CS	MOU file.
11.	Submission of provisional/audited data of achievement for overall rating.	CS	MOU file.

 <p>Approved By:</p>	<p>Quality Plan for Top Management-Fixation of Annual Targets/MOU Targets.</p>	<p>Doc No: QP/Admn/02 Issue No: 02 Page: 01 of 01 Page Rev. No. 00 Effective date:</p>
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S. No	Activity	Control exercised & responsibility	Responsibility of Review / Monitoring	Frequency of Monitoring	Remarks
6	Forwarding of approved draft to DPE.	The BOD approved draft of MOU shall be forwarded to DPE within the time frame specified in DPE guidelines.	Co.Secy	Yearly	
8	Circulation of approved MOU targets to DHs.	The approved MOU targets shall be circulated to DHs within 3-4 working days on receipt of signed copy of MOU from Ministry.	-do-	Yearly	



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Check list for cleaning of office premises

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SI No	Activity	Frequency of Operation	Status as on -----				
A	Cleaning of						
1.	Floor	Daily					
2.	Wall	Weekly					
3.	Chairs / tables	Daily					
4.	Window	Weekly					
5.	Dry cleaning of chairs / sofa's cloths	Half yearly					
6.	Cleaning of Toilets	Daily					
B	Painting & Whit washing of building	Yearly					



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Despatch Register

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S.no	No. of communication	Name and Designation of Addressee	Value of stamp		Remarks Mode of Despatch (Courier, Post, Regd. etc)
			Rs	P	



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Maintenance register

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S.No	Date	Name of complainant	Nature of complaint	Location of complaint	Date of rectification	Remarks

 Approved By:	Procedure for receipt & distribution of dak	Doc No.: P/Admn./05
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1. **Purpose:** To establish and implement a procedure for receipt, dispatch and distribution of dak.
2. **Scope :** All dak related to NSC.
3. **Responsibility:** Incharge(Admn.)
4. **Procedure :**

SI No	Activity Description	Responsibility	Ref. Document
RECEIPT AND DISTRIBUTION OF DAK			
1.	Receipt of dak Dak are received thru courier, post ,etc on daily basis	Dairy clerk	Dak
2.	Segregation of dak Segregation of dak is done with respect of name / designation / division	Dairy clerk	Dak
3.	Entry in diary register Dak received is entered in dairy register on same day.	Dairy clerk	Diary register F/Admn/05/01
4.	Distribution of dak The dak is distributed on same day to concerned person / division.	Dairy clerk	Diary register

RECEIPT AND DESPATCH OF DAK			
1.	Receipt of dak Receipt of Dak from various divisions of NSC along with instruction on mode of dispatch Receipt is issued to concerned division. Dak received up 4.30 Pm shall be dispatched on same day.	Dairy clerk	Dak dispatch register F/Admn/05/02
2	Preparation of envelop/cover. Envelop /cover shall be prepared for dak and the same shall be put in and sealed/stapled	Dairy clerk	
3	Entry in dispatch register Dak received is entered in despatch register on same day.	Dairy clerk	Dak dispatch register
4.	Dispatch of dak The dak shall be dispatched on same day as per instruction received. Emergency dak shall be dispatched immediately after putting in cover.	Dairy clerk	
5.	The entry of dispatch details shall be made in the dak dispatch register on same/next day.	Dairy clerk	

 Approved By:	Procedure for sanctioning of various types of loan (HBA, Vehicles, Computer etc.)	Doc No.: P/Admn./04 Issue No. : 02 Page No. : 01 of 02 Page Rev.No: 00 Date:
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1. **Purpose:** To establish & implement a procedure for sanctioning of various types of advance / loan
2. **Scope :** All employees of NSC
3. **Responsibility:** Incharge (Admn.)
4. **Procedure:**

SI No	Activity /Description	Responsibility	Ref. Document
1.	Receipt of application Receipt of application for various types of loan such as Purchasing / construction of house, motor car, scooter, computer, cycle along with supporting documents form employees of NSC. 1) HBA a) Construction of houses i. Approved plan of the plot ii. Registry of plot iii. NOC iv. Estimated cost of construction b) Purchasing of flat i. Map ii. Allotment letter / Letter of consent for sale iii. Possession letter iv. Registry paper (if loan already taken form other banks/finance agencies and rate of interest 2) Purchasing of Motor car/ scooter / computer i. Invoice / Estimate	Incharge (Admn)	Application for advances
2.	Scrutiny/checking of application as per eligibility Criteria Scrutiny/checking of application and supporting documents for eligibility, amount and authenticity of documents in respect of following types of loan sought by the employee with reference to the rules and regulatios of NSC, / Govt.of India	Dealing Assistant(DA)	Bye laws / case file Swamy's book




Procedure for sanctioning of various types of loan (HBA, Vehicles, Computer etc.)

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3	Clarification Clarification shall be obtained from concerned, if required.	Dealing Assistant	Case File
4	Approval File is put up to MD/CMD for approval. (Decision of the competent Authority is conveyed to the concerned employee in the case of non approval of loan)	Incharge (Admn)	Case File
5	Sanction order (In case of approval, sanction order shall be issued to with copy to finance deptt.)	DA / Incharge (Admn)	Case File
6	Receipt of documents for entering into an agreement (Agreement should be done as per approved draft that should include provision for hypothecation) Clarification shall be asked from concerned, if required. If required documents are not received , it is followed up with the employee.	DA	Case file
7	After agreement is signed a copy is sent to finance with advice to release the advance under intimation to admin.	Dealing Assistant	
8	Receipt of documents related to hypothecation Documents related to hypothecation is obtained and examined for its correctness and issuance of receipt for having received the original documents	Dealing Assistant	
9	Verification of documents	Incharge (Admn)	
10	Safe custody of documents	Incharge (Admn)	
11	Fixation of recovery schedule and EMI and intimation to finance and employee concerned	Incharge (Admn)	
12	On completion of recovery no dues certificate shall be issued along-with cancellation of hypothecation and return of original documents (Receipt from employee should be obtained in respect of return of documents)	Incharge (Admn)	

 Approved By:	Procedure for management of office premises	Doc No.: P/Admn./06
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1. **Purpose** : To establish & implement a procedure for housekeeping so as to have clean and comfortable environment to the employees & visitors.
2. **Scope** : Applicable to Office premises of NSC
3. **Responsibility** : Incharge (Admin.)
4. **Procedure** :

SI No	Activity/ Description	Responsibility	Ref. Document
1.	Housekeeping The building shall be maintained neat & clean . a) Cleaning of office premises shall be undertaken staff/contractor on daily basis and performance shall be monitored by means of a check list . This shall be monitored on weekly/monthly basis and deficiencies noticed shall be got corrected and record maintained.	Incharge (Welfare)	Check list F/Admn/06/01
2.	Horticulture In order to have natural ambience, indoor plants shall be placed at appropriate locations. These plants shall be kept clean, periodically watered , trimmed and cycled so as to keep them healthy and fresh.	AEE (Electrical)	
3	Facility maintenance Maintenance of equipment such as tube light / bulbs, furniture, fax, computer etc shall be done as & when required and as per check list. Deficiencies noticed / brought out shall be got corrected/repaired/replaced. Entry shall be made in register. Electricity & civil maintenance of building, Painting & white washing of building shall be done by hiring the services of out side agency.	AEE (Electrical)	Maintenance register F/Admn/06/02' Check List , List of agencies
4.	Hospitality Safe and clean drinking water shall be served. Fresh water shall be served / refilled for all employees in the morning before the start of the office.	Incharge (Welfare)	
5.	Disposal of scraped & waste On daily basis, scraped paper/waste etc. shall be disposed off by the contractor	Incharge (Welfare)	

 Approved By:	Procedure for maintenance of service book	Doc No.: P/Admn./03 Issue No. : 01 Page No. : 01 of 01 Page Rev.No: 00 Date:
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1. **Purpose** : To establish & implemente a procedure for maintenance of service book.
2. **Scope** : Applicable to all regular employees of NSC
3. **Responsibility** : Incharge (Admn.)
4. **Procedure** :

SI No	Activity /Description	Responsibility	Ref. Documents
1.	Receipt of order (Office order regarding joining/appointment of a new employee are received)	Dealing Assistant	Office order
2.	Opening of service book (A service book shall be opened in the name of concerned employee after receipt of office order	Dealing Assistant	Service book
3.	Entry in services book In the beginning, following necessary entry shall be done a. Bio-Data b. Certificate and Attestation c. Previous qualifying and Service & Foreign Service History and verification of service	Dealing Assistant	Details of employees medical certificate
4.	Attestation of service book (All entries made during the opening of the service book shall be attested by In-charge (Admn.)and signed by the concerned. Clarification shall be asked, if required.	Incharge (Admn.)	Service book
5.	Updating of services book Necessary entry in service book and updating accordingly shall be done on receipt of approved order as and when required for following head a. EL account b. Half pay/full pay leave/EOL c. Increment & promotion d. Leave encashment e. Home town and other LTC f. Suspension & other forms of interruption in service, Clarification shall be asked , if required	Dealing Assistant	Approved orders, related file, service book



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SI No	Activity	Control parameter	Control exercised & responsibility	Responsibility of review /monitoring	Frequency of monitoring	Remarks
Procedure for maintenance of service book						
1.	Opening service book & entry in the beginning	Time	Service book shall be opened & necessary entry in the beginning shall be done within 30 days after receipt of joining/appointment order	AO	As and when required	
2.	Updation of service book	Time	Service book shall be updated within 7 days after receipt of approved order	AO	Monthly	
4.	Attestation of service book	Time	Service book shall be attested within 7 days after making entries in service book	Incharge (Admn)	Annually	
Procedure for sanction of various type of loan						
5.	Scrutiny / checking of application & supporting documents	Time	The application & supporting documents shall be checked within 7 days after receipt of application	AO	Monthly	
6.	Sanction order	Time	Sanction order shall be issued with in 3 days after approval	AO	Monthly	
Procedure for receipt and Distribution of Dak						



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7.	Distribution of Dak	Time	Within same day	AO	Weekly	
8.	Despatch of Dak	Time	On same day if received on or before 4.30 pm	AO	Weekly	
Procedure for management of office premises						
9	Cleaning of office premises	Time	On daily basis	AO	Daily	
10	Disposal of waste	Time	On daily basis	AO	Daily	