



राष्ट्रीय बीज निगम लिमिटेड
(भारत सरकार का उपक्रम
मिनिरल्स कम्पनी)
बीज भवन, पूसा परिसर
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No.NSC/Vig/1-21/2015/ 973

Date: 26th.07.2021

CIRCULAR

Subject: Amendment in NSC Employees (Conduct, Discipline & Appeal) Rules 2013.

The NSC Employees (CDA) Rules-2013 has been reviewed to be in consonance with the Model CDA Rules prescribed by DPE vide its letter no. 15(07)/99-DPE-GM-VOL-III-FTS-2344 dated 11 December 2017 and Gazette notifications relating to increasing of threshold financial limit for value of gifts and transaction concerning movable property in excess of which shall be reported to the employer. Accordingly, the Board of Directors in their 295th Board meeting held on 18th June 2021 approved following additions and amendments in NSC Employees (Conduct, Discipline & Appeal) Rules 2013: -

1. Rule 5 – Liability to abide by the Rules.

Explanation – II added as below: -

An Employee of CPSE who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected to him shall be deemed to be lacking in devotion to duty within the meaning of clause (iv) of Rule 5

Explanation to Rule 5(iv) will be modified as Explanation-I

2. Rule 6.2 –Ethical conduct- General Expectations.

Rule 6.2.3 added as below: -

Promote the principles of merit, fairness and impartiality in the discharge of duties.

Rule 6.2.4 added as below: -

Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically.

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3. Rule 6.8 – Confidentiality of company related information

Rule 6.8.6 added as below: -

No employee shall, except in accordance with any general or special order of the Corporation/Company or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof to any officer or other employee, or any other person to whom he is not authorized to communicate such document or information.

4. Rule 6.10 – Use of Position in Company for personal purposes.

Rule 6.10.3 added as below: -

Not misuse his position as public servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends.

Rule 6.10.4 added as below: -

Make choices, take decision and make recommendations on merit alone.

5. Rule 8 – Misconduct.

Sub-Rule 33 added as below: -

Obtaining donations / Advertisement / sponsorship etc. by the association/NGOs formed by either employees or their spouse / family members etc. from the contractors, vendors, customers or other persons having commercial relationship/official dealings with the CPSE will be treated as misconduct.

6. Rule 18 – Sexual Harassment of women.

Explanation –I added as below: -

Explanation –I – For the Purpose of this rule:

- (a) “Sexual harassment” includes any one or more of the following acts or behavior (Whether directly or by implication) namely:-
- (i) Physical contact and advances; or
 - (ii) A demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks; or
 - (iv) Showing pornography; or
 - (v) Any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

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- (b) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:-
- (i) Implied or explicit promise of preferential treatment in employment: or
 - (ii) Implied or explicit threat of detrimental treatment in employment: or
 - (iii) Implied or explicit threat about her present or future employment status: or
 - (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her: or
 - (v) Humiliating treatment likely to affect her health or safety:

(c) "Workplace" includes,-

- (i) Any Department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government.
- (ii) Hospitals or nursing homes.
- (iii) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto.
- (iv) Any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey.
- (v) A dwelling place or a house.

7. Rule 25 – Insolvency and Habitual indebtedness.

Sub-Rule 3 added as below: -

Not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties.

8. Rule 30 – Restriction on Political Activities.

Sub-Rule 4 added as below: -

The following kinds of activities of the employees are prohibited, as the case may be:

- (i) To be an office-bearer of a political party or an organization which takes part in politics :
- (ii) To take part in or assist in any manner in any movement/agitation or demonstration of a political nature
- (iii) To take part in an election to any legislature or local authority :

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(iv) To canvass in any election to any legislature or local authority.

Existing Sub-Rule 4 of Rule 30 will be inserted in Rules as Sub-Rule (i) of Rule 31.

9. Rule 31 – Dealing in the Shares of CPSEs. (added)

Sub-Rule (ii) (iii) (iv) added as below: -

- (ii) All executives/employees including full time Directors of NSC who are in possession of unpublished price sensitive information would be prohibited from dealing/transacting either in their own name or through any member of their family in the shares of their Corporation.
- (iii) Full-time Director or executive/employee of a NSC or any member of his/her family or any person acting on his/her behalf shall not apply for shares out of any preferential quota reserved for employees/Directors of other companies.
- (iv) All employees of the NSC would be required to disclose to the company all transactions purchase/sale in shares worth two months Basic pay or more in value or existing holding/interest in the shares worth Rs. Two month Basic pay or more in NSC either in his/her own name or in the name of any family member to report to NSC indicating quantity, Price, date of transaction and nature of interest within 30 days.

10. Rule 23(1) Note (ii) has been amended as below: -

On occasions, such as, weddings, anniversaries, funerals and religious functions, when the making of gifts is in conformity with the prevailing religious and social practices, an employee may accept gifts from his near relatives and personal friends having no official dealings with him but he shall make a report to the Competent Authority if the value of the gift exceeds:

- a) Rs. 25000/- in case of Executive employees (E-1 & above).
- b) Rs. 15000/- in case of Executive (E-0) & Supervisor (S-4) employee.
- c) Rs. 7500/- in case of all other Non-Executive employees.

DoPT Gazette notification dated 04.03.2014 issued vide F.No. 11013/3/2013-Estt(A)

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11. Rule 26(4) has been amended as below: -

Every employee of the Corporation shall report to the Competent Authority every transaction within one month of such transaction concerning movable property either in his own name or in the name of a member of his family, if the value of such property exceed - Two months basic pay of the concerned employee.

DoPT notification dated 09.05.2011 issued vide F.No. 11013/8/2009-Estt(A)

12. Rule 26(4) Explanation No. 1(a) has been amended as below: -

Jewellery (Gold, Silver, Diamond) insurance policies, the annual premium of which exceeds Two months basic pay of the concerned employee.

13. Rule 26(5)(c) has been amended as below: -

Other movable property inherited by him or similarly owned, acquired or held by him if the value of each such property exceeds Two months basic pay of the concerned employee.

14. Rule 26(5) Note has been amended as below: -

In all returns the value of movable property less than Two months basic pay of the concerned employee may be added as lump-sum. The value of article of daily use such as cloths, utensils, crockery, books etc. need not be indicated in such returns.

Asstt. General Manager
26/7/21

Asstt. General Manager (Vigilance)

DISTRIBUTION:

- (i) PS to C&MD, NSC – for kind information.
- (ii) Director (Com./Fin.), NSC - for kind information.
- (iii) All Divisional Heads, Corporate office, NSC, New Delhi with the request to bring the contents of this circular to the knowledge of all employees working under them.
- (iv) All Regional Managers/Head of the Farms, NSC with the request to bring the contents of this circular to the knowledge of all employees working under them.
- (v) Notice Board.
- (vi) Guard file.