

नियंत्रित/CONTROLLED



**NATIONAL SEEDS CORPORATION LIMITED**

**DEPARTMENTAL PROCEDURES  
(IMS POLICY MANUAL)  
ADMINISTRATION**

Approved by: Head of Division(s) Effective  
Date: 10.06.2018

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  <b>Approved By:</b>	<b>Procedure for conducting Training</b>	<b>Doc No: P/Admn/01</b> Issue no: 02 Page no: 2 Page Rev. no:00 Effective Date <b>10-06-2018</b>
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1. **Purpose:** To establish and operate a system of identification of training needs and providing for the same.
2. **Scope:** NSC employees of all categories.
3. **Overall Responsibility:** Head of Training Cell.
4. **Procedure**
  - a. **Purpose:** To establish & maintain a procedure for fixation of annual targets/MOU targets.
  - b. **Scope:** MOU targets.
  - c. **Overall Responsibility:** Head & Training Cell.
  - d. **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.

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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
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. 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	Training effectiveness Evaluation form. F/Admn/01/02




 Approved By: 	<b>Format for Training Feedback</b>	Doc No: F/Admn/01/01 Issue no: 02 Page no: 1 Page Rev. no:00 Effective Date
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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 :
  - (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)

 <p>Approved By: <i>[Signature]</i></p>	<p><b>Format for Training Record</b></p>	<p>Doc No: F/Admn/01/02                  Issue no: 02                  Page no: 1                  Page Rev. no:00                  Effective Date</p>
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1. Name of Employee : :
2. Designation : :
3. Department : :
4. Qualification : :
5. Date of Birth : :
6. Date of Joining in NSC : :
7. 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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## Quality Plan for Training

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S.N o.	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 <sup>st</sup> 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	<ul style="list-style-type: none"> <li>Classification;</li> <li>Costing ;</li> <li>Schedule of training Time;</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>The training estimate is made within the budget.</li> <li>Training schedule is prepared based on the availability of</li> </ul>	Head of Training	Yearly	

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			employees (i.e. off season) and training organization.			
		<ul style="list-style-type: none"> <li>• The proposal shall be ready within one week of last date of receipt of training requirement.</li> <li>• CMD with recommendation of Head of Training</li> </ul>	<ul style="list-style-type: none"> <li>• Approving Authority</li> </ul>			
4	Communication on of training calendar / specific training	Time	Approved training calendar shall be communicated to all regions by end of March. Participants to be informed at least 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 at least from 75% participants.	Head of Training	-do	

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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 feedback.	Head of Training	Quarterly
8	Evaluation of effectiveness of training provided	Format	<ul style="list-style-type: none"> <li>The format for evaluation of effectiveness of training shall be sent to all concerned DHs/RMs after six months of providing training.</li> <li>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.</li> <li>Evaluation may also be done during review of annual CR's</li> </ul>	DHs/Head of Training /RM - do-	Half yearly -do



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 <p>Approved By: </p>	<p><b>Procedure for maintenance of Service Book</b></p>	<p>Doc No: P/Admn/02 Issue no: 01 Page no: 1 Page Rev. no:00 Effective Date <b>10-06-2018</b></p>
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1. **Purpose** : To establish & implement a procedure for maintenance of service book.
2. **Scope** : Applicable to all regular employees of NSC
3. **Responsibility** : Asst Mgr (AM)/Incharge (Establishment Section)
4. **Procedure** :

Sl 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 (Establishment Section.)	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. Suspension & other forms of interruption in service, Clarification shall be asked , if required	Establishment Section	Approved orders, related file, service book




 <p>Approved By: </p>	<p><b>Procedure for receipt &amp; distribution of dak</b></p>	<p>Doc No: P/Admn/03                  Issue no: 02                  Page no: 1                  Page Rev. no:00                  Effective Date <b>10-06-2018</b></p>
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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
<b>RECEIPT AND DISTRIBUTION OF DAK</b>			
1.	Receipt of 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/03/01
4.	Distribution of dak. The dak is distributed on same day to concerned person / division.	Dairy clerk	Diary register

<b>RECEIPT AND DESPATCH OF DAK</b>			
1.	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/03/02
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 dispatch 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	



 <p>Approved By <i>[Signature]</i></p>	<p><b>Diary Register</b></p>	<p>Doc No: F/Admn/03/01                  Issue no: 02                  Page no: 1of 1                  Page Rev. no:00                  Effective Date <b>10-06-2018</b></p>
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S.no	Number & Date of document received		From whom received	Brief Subject	To whom marked	File no	Date of final disposal	Remarks
	Number	date						



 <p>Approved By </p>	<p><b>Dispatch Register</b></p>	<p>Doc No: F/Admn/03/02                  Issue no: 02                  Page no: 1 of 1                  Page Rev. no:00                  Effective Date  <b>10-06-2018</b></p>
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S.no	No. of communication	Name and Designation of Addressee	Value of stamp		Remarks Mode of Dispatch (Courier, Post, Regd. etc)
			Rs	P	


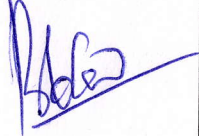
 <p>Approved By </p>	<p><b>Procedure for management of Office Premises</b></p>	<p>Doc No: P/Admn/04 Issue no: 02 Page no: 1 of 1 Page Rev. no:00 Effective Date <b>10-06-2018</b></p>
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1. **Purpose** : To establish & implement a procedure for housekeeping 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/04/01
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.	Horticulture Officer/Prod. Deptt.	
3	Facility 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/repared/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.	Manager (Engg) for Electrical Work and AGM(Civil) for civil for work.	Maintenance register F/Admn/04/02 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.	AGM(Civil)	
5.	Disposal of scraped & waste On daily basis, scraped paper/waste etc. shall be disposed off by the contractor	Incharge ( Welfare)	



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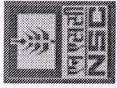
 Approved By 	<b>Checklist for cleaning of office premises</b>	Doc No: F/Admn/04/01 Issue no: 02 Page no: 1 of 1 Page Rev. no:00 Effective Date <b>10-06-2018</b>
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Sl No	Activity	Frequency of Operation	Status as on -----					
<b>A</b>	<b>Cleaning of</b>							
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>B</b>	<b>Painting &amp; Whitewashing of building</b>	Once in three year.						

 Approved By 	<b>Maintenance Register</b>	Doc No: F/Admn/04/02 Issue no: 02 Page no: 1of 1 Page Rev. no:00 Effective Date <b>10-06-2018</b>
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S.No	Date	Name of complainant	Nature of complaint	Location of complaint	Date of rectification	Remarks





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## Quality Plan for Administration Department

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Sl No	Activity	Control parameter	Control exercised & responsibility	Responsibility of review /monitoring	Frequency of monitoring	Remarks
<b>Procedure for maintenance of service book</b>						
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	AM (HR)/ Incharge establishment section	As and when required	
2.	Updation of service book	Time	Service book shall be updated within 7 days after receipt of approved order	-do-	Monthly	
4.	Attestation of service book	Time	Service book shall be attested within 7 days after making entries in service book	-do-	Annually	
<b>Procedure for receipt and Distribution of Dak</b>						
5.	Distribution of Dak	Time	Within same day	AM(HR) /Incharge welfare section	Weekly	
6.	Dispatch of Dak	Time	On same day if received pm 4.30PM on or before	-do-	Weekly	
<b>Procedure for management of office premises</b>						
7	Cleaning of office premises	Time	On daily basis	AM (HR)/ Incharge Welfare Section	Daily	
8	Disposal of waste	Time	On daily basis	AM (HR)/ In charge Welfare Section.	Daily	

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