

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

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
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No. NSC/MM/Circular/2018-19

3 / Aug, 2018

CIRCULAR

Sub: Time Schedule for forwarding of GR Note by the consignee and processing of file at different levels.

This is in continuation to circular No. 1-2/Personnel/NSC dated 08/02/1999 and other circulars issued from time to time.

It has been observed that Goods Received Notes are not being received at Corporate Office in time from the consignee i.e Farms/Regional Offices. The time schedule for forwarding of Goods Received Note by the consignee i.e Farms/ROs to Corporate Office and processing of files at various levels has already been circulated vide circular No. 1-2/Personnel/NSC dated 08/02/1999.

Revised maximum limit of period for payment fixed at different level will be strictly as per following schedule:

Farms Office/ Regional Office/Area Office	Goods Received Note should be made available to the Head Office within 04 working days from the day of receipt of material.
Purchase section	On receipt of GR Note, Documents, bill or test report etc. files should be build-up, document and with payment calculation sheets, detail proposal of payment should be submitted to the finance division, within 05 working days.
Finance	Examination/approval should be completed within 03 working days.
Purchase section	On receipt of approval, sanction order should be issued within 02 working days.
Finance division	On receipt of sanction order, cheques should be prepared and dispatched within 02 working days subject to the payment terms as per availability of funds.

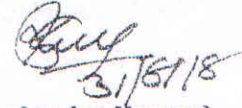
It is also to inform that maximum venders in NSC are NSICs/MSEs registered firms and as per the Government policy, their payment is to be released within 45 days. In case the payment is not realized within above period, purchaser is liable to pay interest. GOI is also very particular to make purchases through MSEs registered venders and release their payment on time. The progress of participation of MSE's firms in tender are being reviewed and report on this account being sent on monthly basis.

Cont'd..2

Therefore, in view of above, all concerned are hereby requested to maintain the above time schedule related to them accordingly.

This is for strict compliance by all concerned.

This issues with the approval of competent authority.



(Sheelendra Kumar)
Dy. General Manager (MM)

Encl: As stated

Distribution:

1. All Regional Managers.
2. All Heads of Farm.

Copy to:

1. PS to CMD, for kind information of CMD.
2. PS to Dir (Fin), for kind information of Dir (Fin).
3. Sr. GM (F&A), for information and further necessary action.