

NATIONA PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTEPRIRSE)
PLOT NO. 67 – 68, SECTOR –25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

Ref. No.500283/365

Dated :15/18.01.2008.

CIRCULAR-C-08/P-01

It is observed that in a number of cases dues towards recovery from the retiral benefits are being projected on various counts, such as over-payments made to the contractors / unauthorized payments allowed / advance drawn without rendering accounts there for / over drawl of money on account of salary / pay fixation drawn etc., on the advice of Unit Accounts / Personnel Department without following up the procedure laid down for the purpose after the employees have either retired from service on attaining the age of superannuation or after they have been granted VRS/ resigned / absconded / deserted from their place of duty after lapse of a considerable period. This in most of the cases results in irrecoverable over-payments which remain unadjusted in Accounts for years together in the absence of any Provision / Authority to regularize such pecuniary losses caused to the Corporation by negligence or breach of orders.

2. The above irregularities have been viewed seriously by the Competent Authority, as such, cases are required to be reported to the Board of Directors for writing-off without proper justification and authority with consequential effect on Profit & Loss of the Corporation.

3. **To plug the recurrence of such undesirable practice resulting in unaccessible mounting losses to the Corporation without the possibility of any recovery,** it has been decided that henceforth the **Unit Officer / Zonal Manager** in cases where employees are posted in projects / sites and the **Head of concerned Department** in case of employees **posted at Corporate Office**, will personally ensure and remain responsible to finalize any such outstanding demand against employees at least **6 (Six Months)** well in advance of retirement before they attain the age of **superannuation** and in their cases no VR will be recommended / processed for acceptance by the Competent Authority, unless a clear **'No Demand Certificate'** is given by the **Controlling Authority as aforesaid**. If any such debitible amount comes to the light for recovery from the employee concerned because of retirement / release from service /

Contd.../p-2

unauthorized absence and desertion & such debit amount becomes irrecoverable, **the entire amount would be recoverable from the Controlling Officer responsible for issue of 'No Demand Certificate'** after the detailed facts and circumstances of the case is put up to the Competent Authority through a statement of case with a clear recommendation for recovery during their service tenure or from their retirement benefits viz. **payment of gratuity / leave encashment or from any deferred amount.**

This issues with the approval of the Chairman & Managing Director.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

Distribution:-

- BY REGD. POST TO >>**
2. All Zonal Managers, NPCC Ltd., - with a request to circulate the same to all the Units under their control and obtain the ack. of this circular.
 3. All Divisional Heads, NPCC Ltd., C.O. - with a request to circulate the same to all the Sectional Heads under their control.
 4. C.S./SDM(IR)/DM(P&A)/PO(P&A)(EE)/PO(DISC.)/TS(CPF),NPCC Ltd., C.O. Fbd.
 5. File No.500187/P
 6. File No.50000/ND&NE

SPS TO CMD/ PS TO D(E) & D(F)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67 – 68, SECTOR-25, FARIDAB AD-121004 (HARYANA)
CORPORATE OFFICE

Ref. No.500160/GEN/**371**

Dated: 28.01.2008.

CIRCULAR-C-08/P-02

Ministry of Water Resources vide their letter dtd.24.01.2008 have forwarded a copy of Ministry of Home Affairs letter dtd.02.01.2008 directing to observe '**Martyrs' Day**' by observance of **2 (Two) Minutes silence On 30th January,2008 at 11.00 A.M.** with full solemnity and in a befitting manner in the memory of those who gave their lives in the struggle for India's freedom.

All Officers, Staff & Workmen of Corporate Office, CS&W Unit Faridabad, are requested to assemble **near the reception at 10.58 A.M. on 30th January,2008** on the occasion of '**Martyrs Day**' to commemorate of those who gave their lives in the struggle for India's freedom by observing **2 (Two) minutes silence at 11.00 A.M.**

Sd/-

(S. BASAK)

ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION :-

2. All Zonal Manager, NPCC Ltd., - with a request to observe 'Martyrs Day' as narrated above and send a report for further communication to Ministry.
3. All Sectional Heads , C.O. Faridabad
4. U.O. NPCC Ltd, CS&W Unit, Faridabad.
5. NPCC Ltd., Nehru Place Office, New Delhi- Observe as narrated above.
6. Notice Board.

SPS TO CMD / PS TO D (ENGG.) & D(FIN.)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67-68, SECTOR 25, FARIDABAD-121004 (Haryana)
CORPORATE OFFICE

Ref. No. 500202/P/**414**

Dated : 03.03.2008.

N O T I F I C A T I O - P / 0 8

1. Tel. Phone No. of **Zonal Office, Rajasthan Zone, Jhalwal (Raj.)** is as under:-

i) **Mobile No.09413364354**

2. Tel. Phone No. of **DMRC Unit, Jodhpur (U.No.370)**:-

i) **(Office) No.0291-6450602**

3. The Postal Address & Tel. Ph. & Fax No. of **Zonal Office, NCR Zone, Noida** is as under :-

Zonal Manager
N.P.C.C. Ltd., B-7, Sector-44, Noida
Dist. Gautam Budh Nagar (UP)-201303.

Tel. No. Code-0120-2433155 & 2432155 / Tele Fax No. 0120-2433155.

4. The present Correspondence Address of **Durgapur Unit (U.No.63)** is as under :-

Unit Officer
N.P.C.C. Ltd.,
UMA Bhawan, Sagarbhanga Colony,
Tentultala, Durgapur-713211,
Distt. Burdwan (WB).

5. The Postal Address & Phone/Fax No. of **Zonal Office, Sipat Zone, Raipur** is as under :-

Zonal Manager
N.P.C.C. Ltd.,
Kalyan Apartment, Street No.5, Ashok Vihar Colony, Pandri,
RAIPUR-492004 (CG). **Phone / Fax No.0771-4074482.**

6. The present Correspondence address of **Tanakpur PH & MIP Unit (U.No.138)** is as under :-

Unit Officer
N.P.C.C. Ltd.,
Jeevan Garh Lane,
Chakrata Road, P.O. Vikash Nagar,
Distt. Dehradun (U A).

7. The Postal address of **Buxar Unit**, Bihar is as under :-
- N.P.C.C. Ltd.,
PMGSY Works, Buxar Unit ,
(Ambedkar Chawk)
P.O. Gajadhargunj
(Durgawati Sadan)
Distt. BUXAR , Bihar -802103. **Office Tel. No.06183-226723.**
8. The Postal address of **Anicut Works, Bilaspur (U.No.374)** is as under:-
- N.P.C.C. Ltd.,
Anicut Works Unit
LIG No. 1/3, Nutan Colony,
Sarkanda,
BILASPUR -495001 (C.G.) **Tel. No. 09893591387.**
9. The Postal address of **Liaisoning-cum-Transit Camp, Srinagar**, is as under:-
- 11- Basharat Villa,
Rajbagh, Opposite Radio Colony,
Srinagar (J&K). **Mobile No.09419117254**
10. The Postal address & Tel. No. of **Zonal Office, Uttaranchal Zone, Dehradun** is as under :-
- Zonal Manager
N.P.C.C. Ltd.,
21/61, E.C. Road,
Ground Floor,
Dehradun (U.A.) – 248001. **Tel. No.0135-2655725**
11. The Postal address & Tel. No. of **Zonal Office, Western Zone, Mumbai**, is as under :-
- Zonal Manager
N.P.C.C. Ltd.,
Flat No.41, Ram Wing, Gurudev Apartments,
Near Manish Park, Pump House,
MUMBAI-400 093. **Tel. /Fax No.022-28374345, Mobil No.09325363990.**
12. New Tel. Ph. & Fax No. of **MAP Jhansi Unit (U.No.362)** is as under :-
- Fax No.0510-2331943 & Tel. No.0510-6532888.**
13. The Postal address of **Kanchanpur Unit, Tripura**, is as under:-
- N.P.C.C. Ltd., IBBF Works,
Tribal Rest House, Near SDM Office,
Subhash Nagar, Kanchanpur (PO)

14. The Postal address of **Gandacherra Unit, Tripura**, is as under:-

N.P.C.C. Ltd., IBBF Works,
Near DCM Office, P.O. Sarma,
Gandacherra, Distt. Dhalai,
TRIPURA – 799284.
15. The Postal address of **Gauripur Unit, Assam**, is as under:-

N.P.C.C. Ltd., IBBF Works,
Ward No.4, Bina Mandir Club,
Gauripur, Distt. Dhubri,
ASSAM-783331.
16. The Postal address of **Mawsynram Unit, Meghalaya**, is as under:-

N.P.C.C. Ltd., IBBF Works,
C/o. Sri P. Lyngdoh, Near Church God,
Village & PO: Mawsynram,
Distt. East Khasi Hills,
MEGHALAYA -793113.
17. The present Correspondence address of Closed Units **HRT, Muran Dam & NALCO-Damanjodi, NTPC Simahdri & Indravati Works** Units is as under :-

N.P.C.C. Ltd.,
No.7-5-7 (11-131),
Beside Canara Bank, Chattivanipalem, Autonagar,
Visakhapatnam -530026 (A.P.)
18. The Postal address of **Zonal Office, MP Zone, Bhopal**, is as under:-

Zonal Manager,
N.P.C.C. Ltd.,
Plot No.9, Nav Door Sanchar Colony,
Gulmohar
BHOPAL -4620160.
19. The Postal address of **LNJP Chappr Unit, (U.No.373)** is as under:-
N.P.C.C. Ltd.,
Patel Bhawan
Krishna Puri Nand Lal Tola,
CHAPPRA-841301. (Bihar). **Tel. No.06152-244482**
20. The Postal address of **VSP Ash Pond Unit, Visakhapatnam (U.No.376)** is as under:-

N.P.C.C. Ltd.,
Door No.7-5-7, Behind Canara Bank,
Chettivanipalem, Old Gajuwaka,
VISAKHAPATNAM-530026. (A.P.) **Tel. No.0891-2517941(O)**

21. The present Postal address of **Zonal Office, UP Zone, Lucknow**, is as under:-

Zonal Manager,
N.P.C.C. Ltd.,
3/21, Patrakarpuram,
Near Dena Bank,
Gomtinagar, **Tel. Fax No. 0522-2304421 (O)/ 0522-2300819 (PCO)**
LUCKNOW-226010 (UP)

22. The Postal Address of **Transit Camp, Guwahati** is, as under:-

N.P.C.C. Ltd.,
C/o. Dr. K.K. Goswami, Shantipur,
Opp. Asharam Road,
GUWAHATI (Assam)

23. The Postal Address of **Nalco Building Works Unit (U.No.377)** is, as under:-

N.P.C.C. Ltd.,
Post Box – 35, Nalco Nagar, MDG,
DISTT. ANGUL -759145 (ORISSA) **Tel. No. 06764-211069.**

24. The Correspondence Address of **Transit Camp, Imphal (Manipur)** is, as under:-

N.P.C.C. Ltd.,
House No.G-15, Type-V,
Lamphelpat,
IMPHAL (MANIPUR)

Sd/-
(P.K. SINGH)
PERSONNEL OFFICER

DISTRIBUTION:

2. All Zonal Managers, NPCC Ltd., This may please be brought to the notice of all the Units under their control.
3. All Divisional, NPCC Ltd., C.O. Fbd. With a request to circulate the same to all Sectional Heads under their control.
4. SDM(IR)/SDM(L)DM(NE)/DM(EE)/PO(DISC.)/TS-CPF, NPCC Ltd., C.O. Faridabad

SPS TO CMD & PS TO D(E) & D(F)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67-68, SECTOR 25, FARIDABAD-121004 (Haryana)
CORPORATE OFFICE

Ref. No. 500202/P/**417**

Dated : 05.03.2008.

N O T I F I C A T I O - P / 0 8

In part modification of C.O. Notification No.500202/P/414 dtd.03.03.08,
Zonal Office, Rajasthan Zone may be read as Zonal Office, **Rajasthan Zone,**
Jodhpur (Raj.) in place of Jhalwar (Raj.). All other information /details provided
in the said notification shall remain unchanged.

Sd/-

(P.K. SINGH)
PERSONNEL OFFICER

DISTRIBUTION:

2. All Zonal Managers, NPCC Ltd., This may please be brought to the notice of all the Units under their control.
1. All Divisional, NPCC Ltd., C.O. Fbd. With a request to circulate the same to all Sectional Heads under their control.
4. SDM(IR)/SDM(L)DM(NE)/DM(EE)/PO(DISC.)/TS-CPF, NPCC Ltd., C.O. Faridabad

SPS TO CMD & PS TO D(E) & D(F)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67 – 68, SECTOR-25, FARIDAB AD-121004 (HARYANA)
CORPORATE OFFICE

Ref. No.500109/P/419

Dated: 13.03.2008.

CIRCULAR-C-08/P-03

Reference Corporate Office Circular No.ZM/Tour/1 dtd.09.01.2008 whereby instruction has been given to all Zonal Managers that prior approval of the Competent Authority be obtained before proceeding to tour and in emergent cases, telephonically approval can be obtained. But this instructions have not been followed scrupulously by some of the Zonal Heads.

While taking note of the same, it is once again emphasised that prior approval of the tour should be obtained from **Director (Engineering)** by all the Zonal Managers/ Divisional Heads reporting to him, before proceeding on tour except in emergent cases, approval can be taken over telephone **from the Competent Authority** for tour as well as for **proceeding on leave**. After the tour is performed by concerned Zonal Managers/Divisional Heads, a detailed tour report is required to be submitted by them **within 2 weeks** after return from tour to the Competent Authority. In case tour is performed in connection with meeting with clients such minutes of meeting should also be enclosed along with tour report.

All Zonal Managers/Divisional Heads are **requested desist from seeking ex-post facto approval for their tour and leave**.

This issues with the approval of the Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION :-

2. All Zonal Manager, NPCC Ltd, for information and compliance please.
3. All Divisional Heads, C.O. Faridabad.
4. All Zonal Finance Heads, NPCC Ltd., for information.
5. Dy. General Manager (F), NPCC Ltd., C.O. Faridabad.
6. PS to Director (Engg.), NPCC Ltd., C.O.

SPS TO CMD / D (FIN.)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67-68, SECTOR 25, FARIDABAD-121004 (Haryana)
CORPORATE OFFICE

Ref. No. 500202/P/420

Dated : 17.03.2008.

N O T I F I C A T I O - P / 0 8

1. The Postal address & Tel. No. of **Zonal Office, Western Zone, Mumbai**, is as under. **This is in part modification of C.O. Notification No.500202/P/414 dtd.03.03.08 of Sl. No.11:-**

Zonal Manager
N.P.C.C. Ltd.,
Flat No.109, "B Wing",
Twin Tower, Manish Park,
Pump House,
Andehri (East)
MUMBAI-400 093. Tel. /Fax No.022-28374345, Mobil No.09325363990.

2. The Correspondence address of Closed Balco Power Project Unit (U.No.123) is as under:-

N.P.C.C. Ltd.,
GGDU Unit, (U.No.300)
I.T.I. Barracks, Koni,
BILASPUR (C.G.)-495009.

Sd/-

(P.K. NARULA)
MANAGER (P&A)

DISTRIBUTION:

2. All Zonal Managers, NPCC Ltd., This may please be brought to the notice of all the Units under their control.
3. All Divisional Heads, NPCC Ltd., C.O. Fbd. With a request to circulate the same to all Sectional Heads under their control.
4. Zonal Manager, NPCC Ltd., Western Zone, Mumbai.
5. Unit Officer, Bilaspur University Unit (GGDU), Bilaspur.
6. SDM(IR)/SDM(L)DM(NE)/DM(EE)/PO(DISC.)/TS-CPF, NPCC Ltd., C.O. Faridabad

SPS TO CMD & PS TO D(E) & D(F)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67-68, SECTOR 25, FARIDABAD-121004 (Haryana)
CORPORATE OFFICE

Ref. No. 500202/P/425

Dated : 26.03.2008.

N O T I F I C A T I O - P / 0 8

1. Only Postal Pin Code is changed by part modification of **C.O. Notification No.500202/P/414 dtd.03.03.08 of Sl. No.18** and the new Telephone No. Fax No. is as under:-

The Postal Pin Code of MP Zone Office, Bhopal may **be read as 462016** in place of PIN-4620160.

Tel. No.0755-4075015 & Fax No.0755-4221053.

2. The Postal Address of **PADDY PROCESSING RESEARCH CENTRE (PPRC) UNIT, Thanjavur (Unit No.379) & Project No.1307** is as under:-

Unit Officer
N.P.C.C. Ltd.,
PPRC Unit, Pudukkottai Road,
Near Airport, Thanjavur,
TAMIL NADU – 613 005.

Tel. No.04362-227987 & Unit Officer Mobile No. 09442627987.

Sd/-
(P.K. NARULA)
MANAGER (P&A)

DISTRIBUTION:

2. All Zonal Managers, NPCC Ltd., This may please be brought to the notice of all the Units under their control.
3. All Divisional Heads, NPCC Ltd., C.O. Fbd. With a request to circulate the same to all Sectional Heads under their control.
4. Zonal Manager, NPCC Ltd., Southern Zone, Bangalore.
5. Unit Officer, Paddy Processing Research Centre (PPRC) Unit, Thanjavur.
6. SDM(IR)/SDM(L)DM(NE)/DM(EE)/PO(DISC.)/TS-CPF, NPCC Ltd., C.O. Faridabad

SPS TO CMD & PS TO D(E) & D(F)

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67-68, SECTOR 25, FARIDABAD-121004 (Haryana)
CORPORATE OFFICE

Ref. No. 500202/P/ **429**

Dated : 31.03.2008.

N O T I F I C A T I O N -P/08

1. The present Correspondence Address of **MES Works, Dehradun, FCW-MGB Works Bijnor, BHEL Works, Haridwar and NIH Works Roorkee** is, as under:-

N.P.C.C. Ltd.,
21/61, E.C. Road,
Ground Floor,
Dehradun (U.A.) - 248001.

Tel. No.**0135-2655725.**

Sd/-
(P.K. NARULA)
MANAGER (P&A)

DISTRIBUTION:

2. Zonal Manager, NPCC Ltd., Uttaranchal Zonal Office, Dehradun.
3. The Unit Officers, NPCC Ltd., MES Works, Dehradun, FCW-MGB Works Bijnor, BHEL Works, Haridwar and NIH Works Roorkee
4. All Zonal Managers/ Divisional Heads, NPCC Ltd., C.O. Fbd. With a request to circulate the same to all Units/Sectional Heads under their control.
5. SDM(IR)/SDM(L)DM(NE)/DM(EE)/PO(DISC.)/TS-CPF, NPCC Ltd., C.O. Faridabad

SPS TO CMD & PS TO D(E) & D(F)