

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Govt. of India Enterprise)**

Corporate Office:Plot No. 67-68, Sector-25, Faridabad – 121 004 (Haryana)  
Regd. Office: 30-31, Raja House, Nehru Place, New Delhi-110 019.

**Tel. No.0129-2242790**

No.500173/Election/**180**

Dated:08.10.2009.

**OFFICE ORDER No.09/P-56**

The Haryana State Assembly Election is being held on 13<sup>th</sup> October,2009 as declared by the Election Commission of India. As per standing instruction of the Election Commission of India, the Corporate Office of NPCC at Plot No.-67-68,Sector-25, Faridabad-121004, CS&W Unit, Faridabad & Offices situated in the State of Haryana where Assembly Election will be held shall remain closed on 13<sup>th</sup> October,2009 (Tuesday) for the above purpose.

This issues with the approval of the Competent Authority.

Sd/-  
( K.K.GUPTA )  
CHIEF MANAGER (HR)

**DISTRIBUTION:-**

2. All Divisional Heads/Section heads, NPCC Ltd., C.O. Faridabad/Registered Office, Nehru Place, New Delhi.
3. Office Notice Board.

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

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
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Corporate Office:Plot No. 67-68, Sector-25, Faridabad – 121 004 (Haryana)  
Regd. Office: 30-31, Raja House, Nehru Place, New Delhi-110 019.

**Tel. No.0129-2242790**

No.500226/OTA/193

Dated: 26.10.2009.

**OFFICE ORDER No.09/P-57**

In part modification of Corporate Office Order No.500137 dtd.4<sup>th</sup> Sept. 1991, the rates of Over Time Allowance has been revised w.e.f. 01.10.2009 in respect of Staff Car Drivers & Attendant-cum-Messengers only subject to the conditions regulation of OTA enumerated as under.

**I. Over Time Allowance:-**

The existing rates of Overtime Allowance are, hereby revised as under:-

- a. For Staff Car Drivers - @ Rs.39/- per hour**
- b. For Office Attendants I,.e. Sr.ACM Gr.I,  
/ Gr.II & ACM - @ Rs.34/- per hour**

In addition to above the Staff Car Drivers attached to CMD will be allowed to draw a sum of **Rs.1,500/- per month** & Staff Car Drivers attached to Functional Directors @ **Rs.1,000/- per month** for their arduous duties.

**CONDITIONS FOR REGULATION OF OTA IN NPCC TO BE FOLLOWED IN ACCORDANCE WITH CORPORATION'S RULES ON OTA AS AT ANNEXURE-XVII AS AMMENDED BASED ON REVISION OF PAY TAKEN PLACE FROM TIME TO TIME:-**

- (i) First 1 (One) hour free – One hour to be deducted as free duty from extra duty performed, either before or other office hours, beyond prescribed hours of work. If an official is recalled for O.T. duty from residence, such deduction not to be made.
- (ii) Late attendance – If an employee comes late on the day when put on O.T. duty, the time by which he came late to be deducted in addition to the usual one hour free work.

- (iii) Rounding -
- (a) Fraction of half-an-hour to be rounded to next half hour.
  - (b) Calculation of OTA for the total claim for a month to be rounded to the nearest rupee as per general orders.
- (iv) Maximum limit – OTA in a month not to exceed **100 hours** in case of Drivers and **59 hours** in case of ACMs.
- (v) Other terms of compensation not admissible – Compensation like conveyance charges, etc., not admissible in respect of O.T. duty for which OTA is drawn.
- (vi) Tour/Temporary transfer – OTA admissible for the O.T. duty performed at the place of duty.
- (vii) OTA will be granted to the above categories of non-executive employees drawing basic pay **upto Rs.8,600/- (IDA)** (PR) and Controlling Officers will maintain a Register for admittance of OTA indicating the exigency of service for which such OTA has been allowed.
- (viii) Working on holidays for full 8 hours, one CR will be admissible in lieu of OTA.

Sd/-  
( K.K.GUPTA )  
CHIEF MANAGER (HR)

**DISTRIBUTION:-**

2. All Zonal Managers, NPCC Ltd., - for information with a request to circulate the same to all Units under their control.
3. All Divisional Heads, NPCC Ltd., C.O. – for information with a request to circulate the same to all Sectional Heads under their control.
4. CVO/C.S./SM(F)/SM(L)/M(IR),DISC./M(NE)/M(EE)/TS-CPF, NPCC Ltd., C.O.

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

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**  
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Corporate Office:Plot No. 67-68, Sector-25, Faridabad – 121 004 (Haryana)  
Regd. Office: 30-31, Raja House, Nehru Place, New Delhi-110 019.

**Tel. No.0129-2242790**

NO. 500137/IDA/DA/10/2009/**194**

Dated.27.10.2009.

**OFFICE ORDER No.09/P-58**

Approval of the Competent Authority is, hereby, conveyed to the sanction of increase of Dearness Allowance to the employees borne on IDA Pay Scales (whose pay scales were revised vide C.O. Order No.500137/IDA/798 dtd. 09.08.2002.) in accordance with DPE's **O.M. No. 2(9)/2000-DPE (WC)GL-XXIII/2009 dated 21<sup>st</sup> October,2009**. The increased rate of Dearness Allowance **with effect from 01.10.2009** shall be as under :-

Effective Date	Average of AICPI	Revised D.A. Rates ( %) (Increased)
<b>01.10.2009</b>	<b>3641</b>	<b>111.6%</b>

This issues with the approval of the Competent Authority.

Sd/-  
(K.K.GUPTA )  
CHIEF MANAGER (HR)

**Distribution:-**

2. Sr.Manager (F), NPCC Ltd., C.O. Faridabad.
3. All Zonal Managers, NPCC Ltd., - with a request to circulate this Order to all the Units under their control.
4. CVO/CS/SM(L)/CS/M(NE)/M(EE)/M(IR)/TS(CPF), NPCC Ltd., C.O. Faridabad.
5. All Divisional Heads, C.O. Faridabad.

**SPS TO CMD/PS-D(ENGG.)/D (FIN.)**

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**Tel. No.0129-2242790**

Ref. No.500137/DA/10/2009/WM/**195**

Dated: 27.10.2009.

**OFFICE ORDER No.09/P-59**

Approval of the Competent Authority is, hereby, conveyed to the sanction of Increase of Industrial Dearness Allowance w.e.f. 01.10.2009 in accordance with DPE OM No. 2(50)/86-DPE(WC)-GL-XXII/2009 dated 21<sup>st</sup> October,2009 to the Workmen who have opted for the wage scale of the settlement dated 19.07.96, 11.10.96 and 22.11.96

1. **D.A. w.e.f. 01.10.2009**

i)	DA at AICPI 3416	Rs. 5421.75
ii)	Neutralization @ Rs.2/- per point shift for increase of 198 points.	Rs. <b>396.00</b>
iii)	DA at AICPI 3614	Rs. <b>5817.75</b>

The increase in DA will be effective **w.e.f. 01.10.2009.**

This issues with the approval of the Competent Authority.

Sd/-  
( K.K. GUPTA )  
CHIEF MANAGER (HR)

Distribution:-

**Distribution:-**

2. Sr.Manager (F), NPCC Ltd., C.O. Faridabad.
3. All Zonal Managers, NPCC Ltd., - with a request to circulate this Order to all the Units under their control.
4. CVO/CS/SM(L)/CS/M(NE)/M(EE)/M(IR)/TS(CPF), NPCC Ltd., C.O. Faridabad.
5. All Divisional Heads, C.O. Faridabad.

**SPS TO CMD/PS-D(ENGG.)/D (FIN.)**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**  
**(A Govt. of India Enterprise)**  
**Plot No.67-68, Sector-25, Faridabad (Haryana)**  
**CORPORATE OFFICE**

No.500160/SC-ST/LO/207

Dated:26<sup>th</sup> November, 2009

**OFFICE ORDER No.09/P-60**

In the meeting held by the Vice Chairman, National Commission for Scheduled Castes (NCSC) with the Management on 4.11.2009, it was directed by the Commission to the Management to prepare Roster Registers for Recruitment and Promotion within three months from the date of meeting.

To comply with the directions of the NCSC, Shri S.G. Wankhede, Liaison Officer for SC&ST and Shri M.N. Nautiyal, Manager (P&A) are directed to prepare the Roster Registers accordingly within six weeks from the date of this Office Order.

Shri R.K. Jain, Manager(P&A) and Shri T.D. James, Sr. Assistant (P&A) Gr-I shall associate with the aforementioned officials for preparation of the Roster Registers within the time stipulated as above.

Sd/-  
(K.K.Gupta)  
Chief Manager (HR)

CC:

2. Shri S.G. Wankhede, Liaison Officer for SC&ST, Corporate Office, Faridabad.
3. Shri M.N. Nautiyal, Manager (P&A), Corporate Office, Faridabad.
4. Shri R.K. Jain, Manager(P&A), Corporate Office, Faridabad.
5. Shri T.D. James, Sr. Assistant (P&A) Gr-I, Corporate Office, Faridabad.
6. Shri Budh Ram, Sr. Manager (Law). He is requested to monitor the process to ensure timely completion of the Roster as stated above.

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Ref.No.500173/SD/139

Dated: 20.08.2009.

**CIRCULAR NO. C-09/P-11**

Like every year this year also as per the direction of Govt. of India, Min. of Youth Affairs & Sports OM dtd.08.07.2009 forwarded by MOWR under letter reference No.12/24/2009-Coord dtd.23.07.09, on the occasion of the birth anniversary of **late Prime Minister Shri Rajiv Gandhi, on 20<sup>th</sup> August, 2009** will be observed as "**SADBHAVNA DIWAS**" by taking the 'Sadbhavana Pledge'. The idea behind observance of 'Sadbhavana Diwas' is to promote national integration and communal harmony among people of all religions, languages and regions and to eschew violence and promote goodwill among the people. To promote this idea further, the **fortnight beginning from 20<sup>th</sup> August to 3<sup>rd</sup> September, 2009** is observed as "**COMMUNAL HARMONY FORTNIGHT**". The appropriate events may also be organized during the '**Communal Harmony Fortnight**' with a view to spreading the message of 'Sadbhavana and Communal Harmony'. The **Sadbhavana Diwas Pledge is reproduced below:-**

**P L E D G E**

**“ I TAKE THIS SOLEMN PLEDGE THAT I WILL WORK FOR THE EMOTIONAL ONENESS AND HARMONY OF ALL THE PEOPLE OF INDIA REGARDLESS OF CASTE, CREED, REGION, RELIGION OR LANGUAGE. I FURTHER PLEDGE THAT I SHALL RESOLVE ALL DIFFERENCES AMONG US THROUGH DIALOGUE AND CONSTITUTIONAL MEANS WITHOUT RESORTING TO VIOLENCE.”**

Sd/-  
( K.K. GUPTA )  
CHIEF MANAGER (HR)

**Distribution :-**

1. All Divisional Heads, NPCC Ltd.,C.O. Faridabad- with a request to circulate the above circular amongst the Officers, Staff & Workmen under their control and request them to attend the **Sadbhavana Diwas Pledge taking ceremony in front of the 'Reception' at Corporate Office, Faridabad at 12.30 P.M. on 20.08.2009 positively.**
1. All Zonal Managers, NPCC Ltd., - for information and necessary action and circulate the same to all Units under their control. A report after observing the 'Sadbhavana Diwas' may be sent to Corporate Office.
2. Company Secretary, NPCC Ltd., Nehru Place, New Delhi.
3. A.A.O.(GA), NPCC Ltd., C.O. – for organizing appropriate function fortnight beginning from 20<sup>th</sup> August to 3<sup>rd</sup> September,2009.
4. Notice to all Employees at C.O. Faridabad, CS&W Unit, Raja House.

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

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Ref.No.500187/Off.Time./145

Dated: 25.08.2009.

**CIRCULAR NO. C-09/P-12**

Of late it has been observed that some Sections are not sending the monthly absentee within the scheduled date i.e. on 16<sup>th</sup> of every month as envisaged in the Corporate Circular No.500187 dtd.16.03.1995, which causes delay in sending the absentee to Finance Division on time.

In order to maintain the timely submission of Absentee Report as well leave application by the employees all Divisions at Corporate Office, Registered Office & also the Sections in the Ministry where NPCC employees are posted, further relaxation of date for submission of absentee has been considered and henceforth the absentee statement should invariable be submitted to concerned P&A Divisions **by 20<sup>th</sup> of every month** positively. The concerned P&A Sections will issue the order for sanctioning the leave etc. after verifying from the Attendance Register/Absentee Statement submitted by the concerned Divisions. The final Absentee Statement after verifying shall be sent to the Finance Division by **25<sup>th</sup> of every month** positively.

The salary in respect of such employees whose absentee and leave applications are not received within the stipulated date may be treated as absent and the details of such employees and division be intimated to Policy Section latest by **25<sup>th</sup> of every month** positively to issue the necessary **“NTP’ instruction to Finance Division**. However, the salary for such period shall be paid on receipt of leave application/Absentee duly recommended by the Divisional Head and on its regularisation by the P&A Division and further instruction to release salary by Policy Section. These guidelines should be followed scrupulously without any deviation.

This is in part modification of earlier Corporate Office Circulars under reference.

Sd/-  
**( K.K. GUPTA )**  
**CHIEF MANAGER (HR)**

**Distribution :-**

2. All Divisional Heads, NPCC Ltd.,C.O. Faridabad/ Registered Office, New Delhi- for information and necessary action please.
3. Company Secretary, NPCC Ltd., Nehru Place, New Delhi- for information and necessary action please.
4. Sr. Manager (F), NPCC Ltd., C.O. Faridabad.
5. Manager (NE) / Manager(EE), NPCC LTd., C.O. Fbd.- with a request to comply the instruction without further reference.
6. Project Manager, NPCC Ltd., CS&W Unit, Faridabad- with a request to send copy of the absentee report as per direction to P&A Division every month within the stipulated date.
7. Notice Board at Corporate Office, Faridabad/Raja House.

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



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**Tel.No.0129-2234760**

No. 500173/QED/2009/192

Dated: 26.10.2009.

**CIRCULAR NO. C-09/P-13**

**Sub:- Observance of Communal Harmony Campaign Week from 19<sup>th</sup> to 25<sup>th</sup> Nov. 2009 & the Flag Day on 25<sup>th</sup> Nov,2009.**

As per Govt. of India Directives Observance of **Communal Harmony Campaign Week and Fund Raising Week from 19.11.2009 to 25.11.09 and Flag Day on 25.11.2009** is to be observed for promoting Communal Harmony and strengthening National Integration. NFCH also provides financial assistance for physical and psychological rehabilitation of the child victims of communal, caste, ethnic and terrorist violence and any other kind of violence which disrupts social harmony. As such it has been desired that Communal Harmony Week and Flag Day be observed on the above dates and involving all personnel, collection of maximum contributions generously. Contributions so collected are to be sent to the Secretary, National Foundation for Communal Harmony, C-Wing, 9<sup>th</sup> Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110 003 through DD/Cheque drawn in favour of "**Secretary, National Foundation for Communal Harmony**" payable at **New Delhi** and the bank draft should be sent only through registered post and never by private courier. (Phone No.011-24633968/24602859/24643052/Fax (011) –24610524). Further, all donations to the Foundation are **fully exempt** from **Income Tax under Section 80G of the Income Tax Act,1961.**

All are requested to voluntary contribute for the Foundation and make the programme a success.

Steps to be taken for observing Communal Harmony Campaign and Fund Raising Week and the Flag Day is enclosed in **Annexure-I.**

Sd/-  
( K.K. GUPTA )  
CHIEF MANAGER (HR).

**Distribution.**

2. All Zonal Heads, NPCC Ltd., This may please be brought to the Notice of all the Units under your charge and report after concluding the said program may be sent to C.O. for onward transmission to Ministry.
3. CVO/All Divisional Heads, NPCC Ltd., C.O. Fbd. The contribution so collected may please be remitted to Sr. Manager (F) (Cash& Bill), C.O. Faridabad for onward remittance to Secretary, NFCH.
4. Sr. Manager (F) (Cash&Bill), NPCC Ltd., with the request that necessary receipt against the contributions received may please be issued to the employees to claim the rebate as provided in the Income Tax Act.
5. Company Secretary, NPCC Ltd.,C.O. Faridabad.
6. Notice Board.

**SPS TO CMD/ PS TO D(E) & DF)**

**STEPS TO BE TAKEN FOR OBSERVING COMMUNAL HARMONY CAMPAIGN  
AND FUND RAISING WEEK AND THE FLAG DAY**

- (i) Organizing intensive campaign and wide publicity for sensitising students about the need for fostering communal harmony, national integration and fraternity through cultural programmes, debates, seminars, workshops, essay/painting competitions etc.
- (ii) Making arrangements for circulation of fund collection boxes. Plastic, wooden or metallic boxes may be improvised with suitable openings. To avoid any complaints, the lid may be sealed.
- (iii) Additional wrappers for fund collection boxes may be duplicated in case of shortage.
- (iv) Selection of volunteers, both male and female, from amongst staff to station themselves at the entrance and other vantage points and go around the buildings on the Flag Day for distribution of flags etc. and collection of donation.
- (v) Making suitable arrangements for proper security of collection boxes, opening them and counting the amount collected; and
- (vi) Remittance of fund so collected to the Secretary, National Foundation for Communal harmony, 9<sup>th</sup> Floor, 'C' Wing, Lok Nayak Bhavan, Khan Market, New Delhi-110003, through a demand draft. No bank charges are levied for making of such bank drafts by any of the branches of the following banks through the country: Union Bank of India, United Bank of India & Bank of Maharashtra . The bank draft should be sent only through registered pst and never by a private courier.
- (vii) Donation can also be made by direct Bank transfer from anywhere in India, utilizing the following information:

Name of Bank	<b>Central Bank of India</b> , Khan Market, New Delhi-110003, Tel.No. & Fax No.011-24618961 & 011-24624641, Name of A/c. Holder : National Foundation for Communal Harmony, A/c. No. 1065439058, NEFT/IFSC/RTGS No. CBIN0280310
Name of Bank	<b>State Bank of India</b> , Nirman Bhavan, Maulana Azad Road, New Delhi-11. Tel. & Fax No.011-23061291 , 23063573 & 011-23061560, Name of A/c. Holder: National Foundation for Communal Harmony, A/c.No.10569548047, NEFT/IFSC/RTGS No. SBIN0000583

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Regd. : Office: 30-31, Raja House, Nehru Place, New Delhi-110019.

**Tel.No.0129-2234760**

No. 500160/MIN.GEN./VAW/196

Dated: 27.10.2009.

**CIRCULAR NO. C-09/P-14**

**Sub:- Observance of Vigilance Awareness Week – 2009.**

Vigilance Awareness Week is to be observed this year like every year in our Organization from **3<sup>rd</sup> to 7<sup>th</sup> November,2009** as per the direction received from the Secretary, Chief Vigilance Commission, New Delhi vide Lr. No.009/VGL/049 dtd.23.09.2009. Observance of the week will **commence with the Pledge on 3<sup>rd</sup> November, 2009 at 11.00 Hrs.** The Vigilance Awareness Week should be used as an occasion to highlight awareness about effective preventive measures undertaken through system improvements and use of information technology to fight corruption. All employees at Corporate Office & CS&W Unit, Faridabad are requested to **assemble in front of reception on 3<sup>rd</sup> Nov'09 at 10.55 hrs. to take the pledge.**

Pledge in English and Hindi version are enclosed herewith.

Sd/-

(K.K.GUPTA)

CHIEF MANAGER (HR)

**Distribution:-**

2. All Divisional Heads, NPCC Ltd., C.O. Faridabad – with a request to circulate the same amongst the Officers, Staff & Workmen under their control.
3. CVO/Sr.M(L)/M(IR)/M(NE)/M(EE)/TS-CPF, NPCC Ltd., C.O. Faridabad.
4. Company Secretary, NPCC Ltd., Regd. Office, New Delhi- for information and observance please.

**SPS TO CMD/ PS TO D(ENGG.) / D(Fin)**

## P L E D G E

WE, THE PUBLIC SERVANTS OF INDIA, DO HEREBY SOLEMNLY PLEDGE THAT WE SHALL CONTINUOUSLY STRIVE TO BRING ABOUT INTEGRITY AND TRANSPARENCY IN ALL SPHERES OF OUR ACTIVITIES. WE ALSO PLEDGE THAT WE SHALL WORK UNSTINTINGLY FOR ERADICATION OF CORRUPTION IN ALL SPHERES OF LIFE. WE SHALL REMAIN VIGILANT AND WORK TOWARDS THE GROWTH AND REPUTATION OF OUR ORGANISATION. THROUGH OUR COLLECTIVE EFFORTS, WE SHALL BRING PRIDE TO OUR ORGANISATIONS AND PROVIDE VALUE BASED SERVICE TO OUR COUNTRYMEN. WE SHALL DO OUR DUTY CONSCIENTIOUSLY AND ACT WITHOUT FEAR OR FAVOUR.

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**Tel.No.0129-2234760**

No. 500160/MIN.GEN./VAW/**197**

Dated: 05.11.2009.

**CIRCULAR NO. C-09/P-15**

**Sub:- Observance of Vigilance Awareness Week – 2009.**

Vigilance Awareness Week is being observed from **3<sup>rd</sup> to 7<sup>th</sup> November,2009**. On this occasion a seminar has been organised on 6<sup>th</sup> November,2009 at Corporate Office, Faridabad.

All Officers as per list enclosed are requested to attend the seminar on **6<sup>th</sup> November,2009 at 12.30 P.M.** in Conference Hall as per schedule enclosed.

Sd/-

(K.K.GUPTA)

CHIEF MANAGER (HR)

**Encl: As above.**

**Distribution:-**

1. All Divisional Heads, NPCC Ltd., C.O. Faridabad & Registered Office, Nehru Place, New Delhi –for information and necessary action please.
2. Sr.V.O. NPCC Ltd., C.O. Faridabad.

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

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**Tel.No.0129-2234760**

Ref. No. 500173/QED/201

Date: 13.11.2009.

**CIRCULAR NO. C-09/P-16**

In continuation to C.O. Circular No.C-09/P-13 ref. No.500173/QED/2009/192 dt. 26.10.09 and further to J.S.(C ) MOWR D.O. No.12/37/2009-Coord dtd.3.11.09, the Communal Harmony Campaign from 19.11.09 to 25.11.09 and Flag Day on 25.11.2009 will be observed in NPCC followed by 'National Integration Pledge taken ceremony on 19<sup>th</sup> November,2009.

All Officers, Staff & Workmen of Corporate Office, Faridabad & CS&W Unit, Faridabad are requested to assemble in front of the Reception **on 19<sup>th</sup> November,2009 at 12.30 P.M.** to take a Pledge on " NATIONAL INTEGRATION" which is part of 'Observance of Quami Ekta Week (National Integration Week)' which will be observed from 19.11.09 to 25.11.09.

Sd/-

( P.K. NARULA )

DY. GENERAL MANAGER (P&A).

**By Distribution:-**

2. All Sectional Heads/Divisional Heads, C.O./UO, CS&W Unit along with a copy of 'National Integration Pledge' in bilingual text is enclosed with a request to circulate the same amongst the Officers, Staff & Workmen under their control.
3. Asstt. Manager (GA), NPCC Ltd., C.O. Fbd. - along with a copy of programmes to be observed during 'Quami Ekta Week' .
4. Registered Office, Nehru Place, New Delhi- for information and needful pl.
5. All Zonal Managers, NPCC Ltd., - along with a copies of Pledge & 'Qaumi Ekta Week' programme for information and necessary action under intimation to Corporate Office.
6. Notice Board

## **NATIONAL INTEGRATION PLEDGE**

**“I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation.”**

**“I further affirm that I shall never resort to violence and that I will continue to endeavour towards settlement of all differences and disputes relating to religion, language, region or other political or economy grievances by peaceful and constitutional means.”**

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**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**  
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004

Regd. Office: 30-31, Raja House, Nehru Place, New Delhi – 110 019.  
Tel. No. 0129-2234760

No. 500160/RP/Driver/**202**

Dated : 19.11.2009

**CIRCULAR NO. C-09/P.17**

Consistent with the Recruitment Policy in NPCC as contained under Chapter 2 (5) of the Manual of Orders, it has been decided to encourage & motivate the existing employees to develop multi-skilling so as to equip them to discharge the duties and responsibilities of intra-disciplinary jobs. Accordingly it has been decided to fill up the temporary vacancies of Drivers from amongst the serving eligible Workmen who meet the requisite qualification and experience for empanelment and appointment as Driver Gr. II on adhoc basis in the pay scale of Rs. 4500-90-5220-100-5920 (IDA) (PR). Those employees, who will be empanelled and selected as Driver Gr. II, will stand junior to those **REGULAR DRIVERS** who are presently working as Driver Gr. II for eventual regularization.

2. Interested Workmen fulfilling the criteria for appointment as Driver Gr. II may send their applications in the prescribed format as appended below through proper channel so as to reach the undersigned latest by 24<sup>th</sup> December, 2009: -

<b>Post</b>	<b>Qualification</b>	<b>Experience</b>	<b>Minimum balance service required (As on 31.10.2009</b>	<b>Scale</b>
Driver Gr. II (on adhoc basis)	Minimum Class-VIII passed	Minimum 5(five) Yrs. on Inspection / Staff Car driving holding valid Driving License	8(Eight) Yrs.	Rs. 4500-90- 5220-100- 5920 (IDA) (PR)

**Mode of Selection – Test / Personal Interview/Assessment of CRs.**

**Contd...p/2**



3. All ZMs are accordingly advised to circulate the said circular to all eligible employees working under their control and arrange to forward the applications of such employees who meet the aforesaid qualitative requirements so as to reach the Chief Manager(HR), Corporate Office, Faridabad **on or before 24.12.2009**. In case any, vigilance/disciplinary case is pending against any applicants, the status of the case may be indicated in the forwarding letter by the Zonal Managers concerned.
4. Applications received late will not be entertained and considered.

This issues with the approval of the Competent Authority.

Sd/-

**(K.K. Gupta)**

Chief Manager(HR)

**Encl. As above**

**Distribution:**

1. All Zonal Managers/Unit Officers, NPCC Ltd.,
2. Incharge M&P Division, NPCC Ltd., Corporate Office, Faridabad
3. Manager(IR), NPCC Ltd., Corporate Office, Faridabad.
4. Notice Board – for information of all concerned.

**SPS to CMD / PS to D(E)/ PS to D(F) / PS to CVO**

Attached  
Passport  
Size  
Photo

**BIO – DATA**

1. Name of the applicant (In block letters) :.....
2. Present Designation :.....
3. Father's Name :.....
4. Date of Birth :.....  
(Birth Certificate attached)
5. Date of Retirement (RA-58 Yrs.) : .....
6. Educational Qualification :.....
7. Whether belong SC/ST/OBC :.....
8. Date of Joining in NPCC in Workcharged category. :.....
9. Valid Driving Licence with following details:-
  - a) Category of Licence :.....
  - b) Date of Issue :.....
  - c) Date of Expiry :.....
  - d) Issuing Authority :.....
10. Have you met any major accident, if Yes details may be provided. :.....
11. Experience of driving of Inspection /Staff Car in NPCC mentioned with period & places. :.....
12. Present Basic Pay drawn & Scale of Pay :.....
13. Have you ever been suffered any major illness, if so details of illness :.....

Certified that details furnished above by me is true to the best of my knowledge.

Date:.....

Signature of the Candidate  
Name:.....

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Certified that details furnished by Shri.....  
Designation.....(Employ No.....) in his Bio-Data have been  
checked and verified from the official records and are correct.

Signature.....  
Name:.....  
Designation.....  
Zone/Unit.....

Date:.....

To  
The Chief Manager (HR)  
N.P.C.C. Ltd.,  
Corporate Office,  
Faridabad.

(Through Proper Channel)

Sub:- Application for the post of Driver Gr.II in regular establishment.

Ref:- C.O. Circular No.\_\_\_\_\_ dtd.\_\_\_\_\_

Dear Sir,

In response to Corporate Office Circular dtd.\_\_\_\_\_ on the subject matter, I hereby submit my application for the post of Driver Gr.II in NPCC in regular establishment as per above Circular.

My Bio-data are attached along with copy of Driving Licence , Educational Qualification certificate duly self attested please.

Thanking you,

Yours faithfully,

Name:.....

Designation.....

Unit /Zone.....

Employ No.....

Date .....

**Encl: As above.**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
(A Govt. of India Enterprise)**

Corporate Office: Plot No. 67-68, Sector-25, Faridabad – 121 004  
Regd. Office: 30-31, Raja House, Nehru Place, New Delhi – 110 019.  
Tel. No. 0129-2234760

No. 500173/QED/Flg./206

Dated: 24.11.2009.

**CIRCULAR NO. C-09/P-18**

In consonance with the direction of Ministry of Defence Vide O.M. No.135/GC/MISC/AFFD-09/KSB/D dtd.23.10.09 duly forwarded by Admn. Ministry vide Lr. No.10/7/2009-Coord dtd.06.11.09, the **"ARMED FORCES FLAG DAY"** will be observed on 7<sup>th</sup> December,2009 to all Central Govt. Offices and PSUs located in Delhi / New Delhi.

This solemn day brings to forefront our obligation towards disabled comrades in arms, widows and dependents of the martyrs and therefore, an opportunity for all of us to express our patriotism and be associated with this noble cause.

On this **Armed Forces Flag Day Funds** may also be raised through donations to provide financial assistance and support to critical schemes for ex-servicemen, war widows and their dependents, such as war widows Hostels, Paraplegic Homes, Artificial Limb Centres, Schools for the Blind, grants for medical treatment, education grant, marriage grant, house repair and distress grants. ***It becomes the collective duty of each citizen to make unstinted and voluntary contribution to 'Armed Forces Flag Day Funds'.***

All Officers/Staff & Workmen posted at Corporate Office, CS&W Unit, Faridabad, Raja House, New Delhi and the NPCC Offices located Delhi/ New Delhi & NCR are requested to observe this sacred day by observing **2 (Two) Minutes silence at 11.00 A.M. on 7<sup>th</sup> December,2009 as a mark of respect for all martyrs who made the supreme sacrifice in protecting the honour and integrity of our country.**

Sd/-  
( K.K. GUPTA )  
CHIEF MANAGER (HR)

**DISTRIBUTION:-**

2. All Divisional Heads, NPCC Ltd., C.O. for information and request to bring into the notice of all officers, staff, workmen in their respective sections with a request to assemble in front of Reception on 07.12.09 at 10.55 A.M. positively.
3. Zonal Manager, NCR Zone, Delhi – with a request to circulate the same to all Units under Delhi/New Delhi & NCR & compliance report to C.O.
4. Company Secretary, NPCC Ltd., Raja House, New Delhi – for information and necessary action please.
5. A.M.(GA), NPCC Ltd., C.O. Faridbad – He is requested to collect the donation in the "Donation Boxes" and it will be opened in presence of Sr. Officer and total donation so collected be sent in the form of Cheque/Demand Draft drawn in favour of **'Armed Forces Flag Day Fund'** and send it to Kendriya Sainik Board, West Block-IV, Wing-VII, 2<sup>nd</sup> Floor, RK Puram, New Delhi-66 latest by 20<sup>th</sup> December'09. The donations towards the Armed Forces Flag Day exceeding Rs.500/- are exempted from IT .
6. Notice Board for information.

**SPS TO CMD/ PS to D(E) / PS TO D(F) / PS TO CVO**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED**  
**(A Govt. of India Enterprise)**

Corporate Office: Plot No. 67-68, Sector-25, Faridabad – 121 004  
Regd. Office: 30-31, Raja House, Nehru Place, New Delhi – 110 019.  
Tel. No. 0129-2234760

Ref. No.500112/P/226

Dated:29.12.2009.

**CIRCULAR-C-09/P-20**

A list of **GAZETTED / RESTRICTED HOLIDAYS** to be observed in the Corporate Office, Faridabad, Registered Office, New Delhi of the Corporation during the **Year-2010** is enclosed herewith.

As regards Restricted Holidays, each employee may be permitted to avail only two Holidays to be chosen by him/her out of the Restricted Holidays.

All other Offices Zonal Offices / Unit Offices located outside Delhi/New Delhi shall observe Sl. No.1,2,5,6,7,8,10,11,12,13,14,15,16,17 holidays compulsorily given in **Annexure-I** in addition to three holidays chosen from **Annexure-II** with necessary changes taking into account the holidays declared by State Govt. / Local Bodies as the case may be.

It is also clarified that no change is permissible in regard to festivals as indicated and the dates notified by the Ministry. No substitute holiday should be allowed if any of the festival holidays initially notified subsequently happens to fall on a weekly off or any other non-working day of in the event of more than one festival falling on the same day.

This issues with the approval of the Competent Authority.

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

**DISTRIBUTION :-**

1. All Sectional / Divisional Heads, NPCC Ltd., Corporate Office.
2. All Zonal Managers, NPCC Ltd., - with a request to circulate the same to all Units under their control. If any change in the date of holidays in respect of **Idu'l Zuha, Muharram & Id-e-Milad** depending upon sighting of the Moon, it would be declared by the Min. of Personnel, Public Grievances & Pensions & Offices outside Delhi/New Delhi the Central Govt. Employees Welfare Coordination Committees at the State Capitals are authorized to change the date of holiday, if necessary based on the decision of the concerned State Govt./Union Territories. It may happen that the change of date of the above occasions has to be declared at a very short notice. In such a situation, announcement could be made through T.V./A.I.R./Newspapers and the Zonal Managers/Project Managers may take action according to such an announcement without waiting for a formal order, about the change of date.
3. CVO/SR.M(L)/M (P&A) (NE), (EE)/M (Disc.,IR,POLICY.CR),AM(GA)/TS/NPCC Ltd., C.O.
5. Notice Board.

**SPS TO CMD / PS TO D(E) & D(FIN.)**



LIST OF **GAZETTED HOLIDAYS FOR 2010** ( FOR CORPORATE  
OFFICE, FARIDABAD, REGISTERED OFFICE, NEW DELHI

S. NO	GAZETTED HOLIDAY	DATE	1931 SAKA ERA	DAY OF WEEK
1	Republic Day	January,26	Magha 06	Tuesday
2	Milad-Un-Nabi or Id-E-Milad (Birthday of Prophet Md.)	February,27	Phalguna 08	Saturday
3	Holi	March,01	Phalguna 10	Monday
4	Ram Navami	March,24	1932 SAKA ERA Chaitra 03	Wednesday
5	Mahavir Jayanti	March,28	Chaitra 07	Sunday
6	Good Friday	April,02	Chaitra 12	Friday
7	Buddha Purnima	May,27	Jyaistha 06	Thursday
8	Independence Day	August,15	Sravana 24	Sunday
9	Janmashtami (Vaisnava)	September,02	Bhadra 11	Thursday
10	Idu'l Fitr	September,11	Bhadra 20	Saturday
11	Mahatma Gandhi's Birthday	October,02	Asvina 10	Saturday
12	Dussehra (Vijaya Dashami)	October,17	Asvina 25	Sunday
13	Diwali (Deepavali)	November, 05	Katrika 14	Friday
14	Idu'l Zuha (Bakrid)	November,17	Katrika 26	Wednesday
15	Guru Nanak's Birthday	November,21	Kartika 30	Sunday
16	Muharram	December,17	Agrahayana 26	Friday
17	Christmas Day	December,25	Pausa 04	Saturday

**LIST OF RESTRICTED HOLIDAYS FOR 2010 (FOR CORPORATE OFFICE, FARIDABAD, REGISTERED OFFICE, NEW DELHI,**

<u>S.NO.</u>	<u>HOLIDAY</u>	<u>DATE</u>	<u>SAKA ERA</u> <u>1931</u>	<u>DAY</u>
1	2	3	4	5
1	New Year's Day	January 01	Pausa 11	Friday
2	Guru Govind Singh's Birthday	January 05	Pausa 15	Tuesday
3	Makara Sankranti	January 14	Pausa 24	Thursday
4	Pongal (South India)	January 14	Pausa 24	Thursday
5	Basanta Panchami /Shree Panchami	January 20	Pausa 30	Wednesday
6	Guru Ravidas' Birthday	January 30	Magha 10	Saturday
7	Swami Dayanand Saraswati Jayanti	February 08	Magha 19	Monday
8	Maha Shivaratri	February 12	Magha 23	Friday
9	Sivaji Jayanti	February 19	Magha 30	Friday
10	Holika Dahana (Dol Yatra)	February 28	Phalguna 09	Sunday
11	Chaitra /Gudi Padava/ Ugadi /Cheti Chand	March 16	Phalguna 25	Tuesday
			<u>SAKA ERA</u> <u>1932</u>	
12	Easter (Sunday)	April 04	Chaitra 14	Sunday
13	Vaisakhi	April 14	Chaitra 24	Wednesday
14	Vishu	April 14	Chaitra 24	Wednesday
15	Mesadi	April 14	Chaitra 24	Wednesday
16	Vaisakhadi (Bengal) / Bahag Bihu (Assam)	April 15	Chaitra 25	Thursday
17	Guru Rabindranath's Birthday	May 09	Vaisakha 19	Sunday
18	Hazarat Ali's Birthday	June 26	Asadha 05	Saturday
19	Rath Yatra	July 13	Asadha 22	Tuesday
20	Parsi New Year's Day	August 19	Sravana 28	Thursday
21	Onam	August 23	Bhadra 01	Monday
22	Raksha Bandhan	August 24	Bhadra 02	Tuesday
23	Jamat-UI-Vida	September 10	Bhadra 19	Friday
24	Ganesh Chaturthi/ Vinayaka Chaturthi	September 11	Bhadra 20	Saturday
25	Maha Saptami (Additional)	October 14	Asvina 22	Thursday
26	Dussehra (Maha Ashtami ) (Additional)	October 15	Asvina 23	Friday
27	Dussehra (Maha Navami)	October 16	Asvina 24	Saturday
28	Maharishi Valmiki's Birthday	October 22	Asvina 30	Friday
29	Deepavali (South India)	November 05	Kartika 14	Friday
30	Naraka Chaturdasi	November 05	Kartika 14	Friday
31	Govardhan Puja	November 06	Kartika 15	Saturday
32	Bhai Duj	November 07	Kartika 16	Sunday
33	Guru Teg Bahadur's Martyrdrom Day	November 24	Agrahayana 03	Wednesday
34	Christmas Eve	December 24	Pausa 03	Friday

\*bc-Holiday Notif

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