

**NATIONAL FERTILIZERS LIMITED  
CORPORATE OFFICE : PERSONNEL DEPARTMENT**

**Circular No. PA 14 095**

No.NFL/Pers/1(142)/

March 9, 2005

**Sub: Submission of Annual Property Statement>Returns of Assets and Liabilities.**

Kindly refer to our Circular No. of even number dated 7th January 2004 on the above subject informing that the requisite information regarding immovable/movable property inherited/owned/acquired may now be furnished by all the employees in the revised Forms No. 1, 2 and 3 annually as on 1st January. These forms have also to be filled up by the new employees joining NFL giving position as on date of joining. Similar information may also be continued to be furnished by all the Executives annually.

2. The issue regarding periodicity of submission of these forms has been reviewed and it has been decided that in case of workmen, the requisite information may be submitted once in two years instead of annually. However, Form 'F' shall continue to be submitted by workmen, as and when any transaction beyond the prescribed limit is made.

3. The revised forms may be submitted by Executives as well as workmen as on 1.1.2005. Thereafter, the executives will submit these forms annually and the workmen will submit these forms once in two years i.e. in the years 2007, 2009, 2011 and so on.

The above may please be circulated to all the concerned for compliance.

**( H R VARMA )  
General Manager (HR)(I/c)**

**Circulation:-**

1. Secy to CVO -for kind information of CVO.
2. All HODs at CO -for bringing it to the notice of all employees under their control.
3. DGM (MS), CO

**Units/Division:-**

1. CGM, Nangal/Bathinda/Panipat/Vijaipur
2. CGM (Mktg), CMO, Noida
3. DGM (HR), Nangal/Bathinda/Panipat/Vijaipur