



NATIONAL FERTILIZERS LTD
CORPORATE OFFICE : PERSONNEL DEPARTMENT
NOIDA

Circular No. PA 14 118

No. NFL/Pers/IR/1(45)/

May 9, 2006

It has come to our notice that some of the employees visit Corporate Office to meet C&MD, in connection with their service matters, without following the procedure of proper channel and taking prior appointment from the Office of C&MD through their respective Unit/Zonal Head. This causes inconvenience to C&MD due to his pre-occupations.

The above has been viewed seriously and all employees are advised to sort out their grievances with their respective controlling Officers, in the first instance. However, in case they still wish to seek the audience with C&MD, they should send their request through Unit / Zonal Head, invariably.

Heads of the Units/Divisions and Heads of Department at Corporate Office may bring the above instructions to the notice of all employees working under their control for strict compliance.

(K.B. VERMA)
GENERAL MANAGER (HR) I/C

Circulation :

- | | |
|---------------------------|---------------------------------------------------------------------|
| - Ex. Secy. to C&MD | For kind information of C&MD |
| - SPS to Dir. (Fin.) | For kind information of Dir (Fin) |
| - Manager to CVO | For kind information of CVO |
| - ED (Tech) | |
| - CGM (Mktg), CMO, NOIDA | |
| - CGM (F&A) C.O. | |
| - GM(CP) | |
| - GM (HR) I/c C.O. | |
| - All HODs at C.O./CMO - | For bringing it to the notice of all employees under their control. |
| - DGM (MS) - | for the purpose of website |
| - President, NFEU / NFOA, | CO / CMO |
| - NOTICE BOARDS/VANI | |

Units/Division

- Chief General Manager, Panipat / Bhatinda / Nangal
- General Manager (I/c), NFL, Vijaipur
- Heads of HR Nangal/Bathinda/Panipat/Vijaipur
- Zonal Manager, NFL Bhopal / Chandigarh / Lucknow