



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

UCIRCULAR NO : PA 14 106

Ref. NFL/Pers/1(45)/

October , 2005

Attention is invited to Circular No. NFL/PR/CO/6/96 dated 3rd July, 1996 issued by the Managing Director bringing to the notice of all concerned that no comments or information should be made available to the press by any Officer of NFL, other than those authorized by the Managing Director. The above guidelines were reiterated again vide Circular dated 13.2.1998.

Attention is also invited to Clause 7 of the NFL Employees' (Conduct, Discipline & Appeal) Rules, which provides that **"No employee, shall except in accordance with any general or special order of the Competent Authority of the Company in the performance, in good faith, of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information to any other person to whom he is not authorized to communicate such documents or information"**. Similar provision also exists in the Certified Standing Orders governing the employees working at Units.

Govt. of India has again emphasized the need to ensure that statements or announcements to the media are made only by the authorized personnel. It has also been emphasized that any forward looking statement, which could have the effect of influencing the movement of share pricing of the PSU, should not be made by any Officer of the Company, since such statements are undesirable and unethical and are against the provisions of listing agreements with the Stock Exchanges.

In view of the above, employees are advised that they should not communicate directly or indirectly to any outside agencies on matters concerning Company's affairs.

Head of the Unit/Office may, however, interact with the local press for giving any factual statement about any matter pertaining to the Unit/Office, which does not involve any policy matter or financial status of the Unit/Office, which may cause any embarrassment to the Management or to the Govt. In case Head of the Unit / Office is required to issue any Press Note about a policy matter having bearing on any other Unit / Office of the Company, he should refer the matter to Corporate HR Head, who will, in turn, obtain specific instructions of C&MD before handing out any such information.

All Heads of Units/Divisions and Heads of Departments at Corporate Office are advised to comply with the above instructions as also bring the same to the notice of all employees working under their control for strict compliance

**(P.S. GREWAL)
CHAIRMAN & MANAGING DIRECTOR**

To
All head of Units/Offices
All head of Departments, C.O./CMO