



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

**Circular No. PA 14 130**

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

**July 24, 2007**

It has come to notice that some employees from Units / Offices approach C&MD directly in connection with issues relating to their service matters. Instances have also come to notice where employees have contacted C&MD and / or other senior functionaries of the Company directly on telephone for redressal of issues pertaining to service matters.

In this context, attention is invited to Circular No. PA14 118 dated 9<sup>th</sup> May, 2006 wherein all employees were advised to follow the prescribed procedure for settling their grievances through their respective Controlling Officers in the first instance. In the event, the grievance is not redressed or if the employee concerned is not satisfied with the reply received by him from his Controlling Officer and if he / she desires an audience with C&MD / other senior functionaries at Corporate Office, a formal request should invariably be sent through the concerned Unit Head. Some employees also send 'Advance Copy' of their representations addressed to C&MD which should be avoided. All representations addressed to higher authorities should be routed through proper channel only.

All Unit Heads and Heads of Department at Corporate Office may once again please bring the above instructions to the notice of all employees working under their control for strict compliance.

**( K.B. VERMA )**  
**CHIEF GENERAL MANAGER (HR)**

**Circulation :**

- |  |                                     |
|--|-------------------------------------|
| ➤ Ex. Secy. to C&MD  | for kind information of C&MD        |
| ➤ Ex. Secy. to Dir. (Fin.)   | for kind information of Dir.(Fin.)  |
| ➤ Secy. to Dir. (Tech.)  | for kind information of Dir.(Tech.) |
| ➤ Secy. to Dir (Mktg.)   | for kind information of Dir.(Mktg.) |
| ➤ Manager to CVO   | for kind information of CVO         |
| ➤ CGM (F&A) / CGM (Tech) / CGM (CP)  |                                     |
| ➤ GM (Mtls) / GM (SEPC) / Company Secy. / GM (Mktg) l/c / GM(F&A)                              |                                     |
| ➤ DGM(IA) / DGM(Proj) / DGM[CP] / DGM (Mktg) / DGM(Vig) / DGM(HRD)                             |                                     |
| ➤ DGM(MS) – <u>for placing the circular on website.</u>  |                                     |
| ➤ All HODs at C.O./C.M.O.- For bringing it to the notice of all employees under their control. |                                     |
| ➤ President, NFEU / NFOA, CO/CMO   |                                     |
| ➤ NOTICE BOARDS  |                                     |

**Units/Divisions**

- Chief General Manager, Bhatinda / Panipat/ Vijapur
- General Manager (l/c.), NFL Nangal
- HR Heads, Nangal / Bhatinda / Panipat / Vijapur
- Zonal Manager, NFL Bhopal / Chandigarh / Lucknow/