

**NATIONAL FERTILIZERS LIMITED
(CORPORATE OFFICE : ADMN. DEPARTMENT)**

CIRCULAR NO. PA 0162 103

No. NFL/ADMN/1(10)/

September 23, 2005

Sub : Settlement of dues on superannuation/resignation/death.

Kindly refer to letter No.NFL/Admn./1(10) dated 24.5.2001 vide which policy for withholding of amount against retention of accommodation during the prescribed period at the time of retirement/resignation/death was circulated.

The matter has been reviewed and it is clarified that the following amount may be retained out of non-statutory dues payable to the employee as a Security for retaining various types of accommodation:

For company's accommodation.

- a) For 'D' type house or equivalent type of accommodation Rs.40,000/-
- b) For accommodation equivalent to 'C'/'B' type house Rs.30,000/-
- c) For accommodation equivalent to 'A' type house Rs.20,000/-

For tripartite leased accommodation (other than self-leased accommodation).

- 1. Employees in the scale of Rs.17500-22300 (E-6) and above Rs.1,00,000/-
- 2. Employees in the scale of Rs.10750-16750 (E-2) to Rs.16,000-Rs.20,800/- (E-5) Rs.75,000/-
- 3. Employees in the scale of Rs. 8600-14600 (E-1) and below Rs. 50,000/-

Since the lease rent during the period of retention of accommodation is payable by the company, the same, therefore, need not be withheld from the dues of the employee. However, the amount of house rent recovery (HRR), as applicable from time to time, and the additional amount, if any, over and above the entitled house rent payable by the employee to the company may also be retained in addition to the above fixed amount as this amount is to be borne by the employees.

In case of units the electricity/water/cable charges etc. may either be deposited by the concerned employee or be adjusted out of the Security. Similarly, the electricity and water, or any other charges are payable by the employee directly to the landlords and at the time of vacation of house the employee is required to submit 'No Dues Certificate' from all concerned/landlord before release of security to him. No separate amount on this account need be withheld.

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It is further clarified that as the amount against retention of accommodation is to be withheld out of the non-statutory dues payable to the employees, there may be cases where such dues payable to the employees may be lesser than the amount required to be withheld as security for retention of accommodation. In such cases, the employee may be asked to deposit the Security amount in advance for retention of accommodation.

This issues with the approval of competent authority and it comes into force with immediate effect.

(K.B. Verma)
General Manager (HR)

FOR CIRCULATION

Manager to C&MD for kind information of C&MD
SPS to Director (Mktg.)for kind information of Director (Mktg.)
SPS to Director (Fin.) for kind information of Director (Fin.)
Manager to CVO for kind information of CVO
All HODs at C.O./CMO for bringing it to notice of all employees under their control.
President, NFEU/NFOA.,C.O./CMO/Units
Notice Boards

Unit/Division

1. CGM, Nangal/Bathinda/Panipat
2. GM(I/C), Vijaipur
3. Zonal Manager, Chandigarh/Lucknow/Bhopal

E.S. to Director (Mktg.) for kind information of D(M)
E.S. to Director (Tech.)for kind information of D(T)
P.S. to Director (Finance) for kind information of D(F)
Manager to CVO for kind information of C.V.O.
CGM(F&A)I/C, C.O.
GM(HR), C.O.
CGM (Mktg.)