

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

No. NFL/ADMN/301(407)/

October

2005

CIRCULAR

Various circulars have been issued in the past outlining the procedure for regulating the entry of employees as well as visitors in the office premises. It has, however, been observed that the procedure laid down in this regard is not being strictly followed. It has come to our notice that unauthorised persons are entering corporate office building and such persons are having access to the internal documents and in some cases photo copies of important documents have been obtained by such unauthorised persons and other visitors which were later attached in court cases, filed against NFL.

The matter has been viewed seriously by the Management and considering the gravity of the situation; it has been decided to strictly observe the following procedure for regulating the entry of employees as well as visitors in the office premises:

1. Entry/exit of employees in the office complex will only be on production of proximity card issued by NFL. Employees who fail to bring the proximity card, will have to get the card from the security supervisor at the main gate after making necessary entry in the Visitors Register.
2. Entry of visitors will also be regulated through specially designed proximity card which will be issued by security supervisor after proper entries. The visitors will be received and seated at reception and only those who have appointments with Managers and above level officers will be allowed to meet them in their offices and for rest of the employees, the visitors shall wait at Reception and the concerned employees will meet them at reception hall only. The Security Supervisor will take permission from the concerned officials before making gate pass for any visitor. After visiting the concerned officials, the visitors will obtain their signatures and return the slips along with gate pass to the security guard.
3. The Receptionist will guide and assist the visitors by informing the concerned officials, allowing visitors to speak to concerned officials on phone and providing any information after checking with concerned Departments.
4. All postal/courier Dak shall be delivered and received at the 'Dak Window' by the Receipt & Despatch staff outside the gate and it will be ensured by the Security & Receptionist that the postmen/Couriers are not allowed to roam about in the office contacting various addressees.
5. No person from bank/financial institution/Marketing Survey etc will be allowed to enter the office building for the purpose of soliciting customers or making any enquiry for issue of credit cards or loans or for any such commercial purposes. There will be surprise checks by the Admn. Deptt. and Security officials to check any violation of the instructions and concerned officials will be liable for action if any unauthorised person is found sitting with them.

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6. No outsider will be allowed entry on closed days unless prior intimation with details are given in advance by concerned HOD to Manager (Admn.) who will pass on instructions to the security for allowing such persons inside the building.
7. Safe custody of the documents and record is the responsibility of the concerned dealing officials. All officials should keep the important/sensitive documents under lock and key and leakage/loss of any information/document shall be viewed seriously.
8. No employee or any outsider will be allowed to stay or sleep in the office premises during night time. The security guards will check and lock all rooms/gates after employees leave the office.

All employees are advised to follow the procedure, as outlined above.

(H.R. Varma)
General Manager (HR) I/C

To :

All HODs at C.O. for circulation amongst employees.