



नेशनल फर्टिलाइजर्स लिमिटेड
(कॉर्पोरेट कार्यालय, नोएडा)

अंतर कार्यालय ज्ञापन

Ref. NFL/CO/HR/2026/

03-06-2026

प्रेक्षक : कार्यकारी निदेशक (मानव संसाधन) कॉर्पोरेट कार्यालय, नोएडा	प्रेक्षित : कार्यकारी निदेशक नंगल/ विजयपुर मुख्य महा प्रबन्धक, बठिंडा/ पानीपत आंचलिक प्रबन्धक, चंडीगढ़/ लखनऊ/ भोपाल/ हैदराबाद
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Subject: Review of Promotion Policy for Executives.

It has been decided to review the process of calculating APAR scores for assessment of executives during DPCs in "Promotion Policy for Executives" with immediate effect, as under:-

(a) Preceding years APARs for 2/ 3/ 4 years' (as per prescribed eligibility period in promotion policy for executives) may be considered for the purpose of calculating eligibility/ suitability for promotion to the next higher post/scale during DPCs in respect of all executives. Note section of clause 12(a) of promotion policy of executive shall stand amended as under:

"Note:-Preceding year APARs in respect of executives at E0 to E9 levels be considered for the purpose of calculating eligibility/ suitability for promotion to the next higher post/scale during DPCs. For example in DPC 2026 APAR of preceding year upto year ending March 2025 be taken and similar pattern be followed for upcoming DPCs."

(b) New appointees who are to be assessed for the first time and are short of one year's APAR score. In such cases only, their last available APARs (i.e 02/ 03 years APAR where eligibility period is 03 /04 years) shall be taken into consideration for calculating their eligibility/ suitability scores for promotion to the next higher post/scale.

(c) The following break-up of calculation of APAR score for Promotion policy for executives at the level of E-5 and above is included as Clause 12(a)(1) of promotion policy for executives, as detailed under:-

Annual Performance Appraisal Report (APAR)- (Maximum 50 points) for executives at the level of E-5 and above

(i) Where eligibility period/ last availability of APAR is 2 years :

Rating year	Outstanding	Very Good	Good	Satisfactory	Below Satisfactory
Pervious year	30	28	26	14	0
1 year before previous year	20	17	15	7	0



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(ii) Where eligibility period/ last availability of APAR is 3 years :

Rating year	Outstanding	Very Good	Good	Satisfactory	Below Satisfactory
Previous year	20	17	15	8	0
1 year before previous year	17	15	13	7	0
2 year before previous year	13	12	11	6	0

(iii) Where eligibility period/ last availability of APAR is 4 years :

Rating year	Outstanding	Very Good	Good	Satisfactory	Below Satisfactory
Previous year	16	14	12	8	0
1 year before previous year	14	12	11	5	0
2 year before previous year	11	10	9	4	0
3 year before previous year	9	8	7	4	0

This will be made applicable from DPC 2026 onwards.

This is issued with the approval of Competent Authority.

(Kumar Kush)
Sr Manager (HR-Pers)

Copy to:

1. Chief Manager (HR), C&MD Sectt.
2. Secy. to Dir (Fin.)/ Dir (Mktg)/ Dir (Tech)/CVO
3. All HoDs at CO/CMO
4. All HR Heads