



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

Circular No: PA712 108

No: NFL/Pers/IR/3.34/

December 6, 2005

**Sub : Group Medi-Claim Policy - Medical facilities to
Management Trainees.**

Group Medi-Claim Policy for regular employees of NFL and their dependent family members, covering indoor treatment w.e.f. 1.4.2005, was notified vide Circular No. PA712 094 dated 4th March, 2005.

The matter has been reviewed. As a welfare measure and to ensure proper medical care to the Management Trainees, it has been decided to provide Management Trainees (appointed against regular posts) and their dependent family members, medical facilities, at par with regular employees, and cover them under Group Medi-Claim Policy for indoor treatment during the training period.

The above decision will come into force with immediate effect.

**(H.R. VARMA)
GENERAL MANAGER (HR) I/C**

Circulation :

- | | | |
|-----|---------------------------|---|
| 1. | Manager to C&MD | For kind information of C&MD |
| 2. | ES to Dir.(Mktg) | For kind information of Dir.(Mktg) |
| 3. | SPS to Dir. (Fin.) | For kind information of Dir (Fin) |
| 4. | Secy. to CVO | For kind information of CVO |
| 5. | ED (Projects & Materials) | |
| 6. | ED (Tech) | |
| 7. | CGM (F&A) C.O. / | CGM (Mktg& IP) / CGM (Mktg), CMO, NOIDA |
| 8. | All HODs at C.O./CMO - | For bringing it to the notice of all employees under their control. |
| 9. | DGM (MS) - | for the purpose of website |
| 10. | President, NFEU/NFOA - | CO/CMO |
| 11. | NOTICE BOARDS/VANI | |

Units/Division

- 1 Chief General Manager, Panipat / Bhatinda / Nangal
- 2 General Manager (I/c), NFL, Vijaipur
- 3 Heads HR & F&A Departments at Units
- 4 Zonal Manager, NFL Bhopal / Chandigarh / Lucknow



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CORPORATE OFFICE : PERSONNEL DEPARTMENT
NOIDA**

Circular No: PA0111 109

No: NFL/Pers/IR/1(353)/

December 6, 2005

Sub: Grant of Salary Advance

As an economy measure, grant of Salary Advance to employees was suspended in 1999.

The matter has been reviewed and it has been decided to grant Salary Advance (one month's Basic Pay + DA) to all regular employees once in a period of 12 complete calendar months. This advance will be recoverable in not more than ten equal instalments, with interest at the rate of 4% per annum. The employees who wish to draw salary advance may apply through proper channel in the enclosed prescribed proforma.

Other terms and conditions for grant of Salary Advance shall remain unchanged.

The above decision will come into force with immediate effect.

**(H.R. VARMA)
GENERAL MANAGER (HR) I/C**

Encl. As above.

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NATIONAL FERTILIZERS LTD
CORPORATE OFFICE : PERSONNEL DEPARTMENT
NOIDA

CIRCULAR NO : PA015 110

No. NFL/Pers/IR/6.9/

December 6, 2005

Subject : Fee structure of NFL Schools

The matter with regard to charging of tuition fee in schools at various units of the Company has been reviewed and it has been decided to **reduce the tuition fee being charged from the wards of NFL/CISF employees** deployed at concerned Units studying in the schools being run and operated by the Units i.e. Delhi Public School at Vijaipur, Kendriya Vidyalaya at Panipat and Fertilizer Sr. Secondary School at Nangal w.e.f. 1.9.2005. The revised fee will be as under :-

<u>Sr. No.</u>	<u>Name of School</u>	<u>Nur. to IV Rs./p.m.</u>	<u>V to XII Rs./p.m.</u>
1.	DPS at Vijaipur	325/-	350/-
2.	KV at Panipat	325/-	350/-
3.	Fertilizer Sr. Secondary School, Nangal	190/-	235/-

The above reduction in the quantum of school fee is subject to withdrawal of any case/dispute, if any, pending before any Court/Authority in this regard.

(H.R. VARMA)
GENERAL MANAGER (HR) I/C

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Copy to : CGM, NFL, Bathinda – for information.