



NATIONAL FERTILIZERS LIMITED
(Corporate Office, NOIDA)

Inter Office Memo

No. NFL/CO/HR/1(73)

Date : 31.12.2019

From : ED(HR), CO, NOIDA

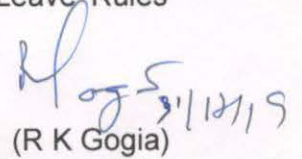
**To: ED Panipat Unit
CGM Bathinda Unit
GM I/c, Vijaipur / Nangal Unit
Zonal Manager Chandigarh/
Lucknow/ Hyderabad/ Bhopal Zone**

Sub: Grant of Casual Leave to Employees of the Company-reg

With a view to streamline the operation of the Company considering the utilization of Casual Leave by employees of the Company, Competent Authority has approved following amendment in NFL Leave Rules applicable to all employees of the Company to be made effective from 01.01.2020:

Existing	Amended w.e.f 01.01.2020
Casual Leave will not ordinarily be granted for more than 10 days at a time	Casual Leave will not ordinarily be granted for more than 5 days at a time OR during a month.

You are requested to kindly circulate the above amendment in NFL Leave Rules among the employees of your Unit / Office.


(R K Gogia)

Executive Director (HR)

Copy to:

- 1 Chief Manager (HR), C&MD Sectt.
- 2 Secy. to Director (Tech.)/ Director(Mktg)/Director (Finance)/ CVO
- 3 ED(F&A/MS/IA) / ED(HR/Law/CS) / ED(Mktg.), CMO / ED(Mtls.) / CGM(IT) / CGM(Projects)/CGM(F&A)/GM(Tech.)/GM(HR)I/c /GM(Mktg) / GM(MS)/ GM(HR)-CMO/GM(F&A), CO/

Unit / Office

- 1 HR Head Nangal/ Bathinda /Panipat/ Vijaipur Unit