



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

CIRCULAR NO.PA712 122

No: NFL/CO/Pers/IR/3.34/1034

March 20, 2007

Sub : Reimbursement of OPD medical expenses.

It has been decided that all employees shall be required to exercise option at the beginning of each financial year to choose either of the following –

- (i) to claim reimbursement of OPD expenses during the whole year within the ceiling of 1.5 times salary, as per present practice; or
- (ii) to claim reimbursement for chronic diseases separately, in which case reimbursement shall be limited to 90% of admissible amount. Apart from this, the other OPD claims (other than chronic diseases) shall continue to be reimbursed as per present OPD ceiling/practice.

The employees are, therefore, required to exercise their option by 15th April of each financial year and such of the employees who do not exercise their option by the stipulated date, shall be presumed to have opted for (i) above.

**(Dinesh Sood)
Sr. Manager (Pers.)**

Circulation :

- Ex.Secy. to C&MD for kind information of C&MD
- Ex. Secy. to Dir.(Fin.) for kind information of Dir.(Fin.)
- Ex.Secy. to Dir.(Tech.) for kind information of Dir.(Tech.)
- Sr. Ex. Secy to Dir(Mktg.) for kind information of Dir.(Mktg.)
- Manager to CVO for kind information of CVO
- CGM(F&A), C.O.
- CGM(HR), C.O.
- CGM(CP), C.O.
- CGM(Tech.), C.O.
- GM(Mktg.) I/c., CMO, NOIDA
- GM(SEPC), C.O.
- GM(Mtls.), C.O.
- Company Secretary, C.O.
- All HODs at C.O./C.M.O. - For bringing it to the notice of all employees under their control.
- DGM(MS) - For displaying on Company's Website
- President, NFEU/NFOA, CO/CMO
- NOTICE BOARDS

Units/Divisions

- Chief General Manager, Nangal/Panipat/Vijaipur
- General Manaer(I/c.), NFL, Bhatinda
- Heads, HR, Nangal/Bhatinda/Panipat/Vijaipur
- Heads, F&A, Nangal/Bhatinda/Panipat/Vijaipur/CMO
- Zonal Manager, NFL, Bhopal/Chandigarh/Lucknow.