



**NATIONAL FERTILIZERS LTD
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.

Circulation :

- Manager to C&MD For kind information of C&MD
- ES to Dir.(Mktg) For kind information of Dir.(Mktg)
- SPS to Dir. (Fin.) For kind information of Dir (Fin)
- Secy. to CVO For kind information of CVO
- ED (Projects & Materials)
- ED (Tech)
- CGM (F&A) C.O. / CGM (Mktg), CMO, NOIDA
- GM (HR) C.O.
- All HODs at C.O./CMO - For bringing it to the notice of all employees under their control.
- DGM (MS) - for the purpose of website
- President, NFEU/NFOA - CO/CMO
- NOTICE BOARDS/VANI

Units/Division

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



NATIONAL FERTILIZERS LTD

APPLICATION FOR THE GRANT OF SALARY ADVANCE

1. Name of Employee
2. Designation
3. Employee No. & Department
4. Date of appointment/absorption.
5. Salary (a) Basic Pay
- (b) D.A.
6. Amount of advance.
7. Date on which last advance drawn.
8. Amount of earlier advance outstanding, if any.

I declare that I have not taken any salary advance previously in this calendar year.

Date

Signature of the employee

RECOMMENDTION OF THE HEAD OF THE DEPARMENT

Signature of the H.O.D.

Forwarded to F&A Department.