

# नेशनल फर्टिलाइजर्स लिमिटेड

## कार्पोरेट कार्यालय : नोएडा

### परिपत्र

सं.: ने.फ.लि/कार्मिक/1(302)

दिनांक : अगस्त 30, 2012

**विषय : एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना लागू करने के सम्बंध में ।**

सभी सम्बंधितों को सूचित किया जाता है कि एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना दिनांक 01.01.2007 से लागू की जानी है ।

कर्मचारी यूनियन एवं अधिकारी एसोसिएशन के साथ हुई चर्चा के अनुसार वर्तमान में पेंशन फण्ड के प्रबंधन का कार्य भारतीय जीवन बीमा निगम को सौंपा जायेगा । भारतीय जीवन बीमा निगम ने यह सूचित किया है कि आज की तिथि में बीमा विनियामक एवं विकास प्राधिकरण द्वारा किसी भी बीमा कम्पनी का पेंशन उत्पाद अनुमोदित नहीं किया गया है । तदनुसार, कम्पनी का अंशदान तथा कर्मचारियों / अधिकारियों की वेतन से कटौती, बीमा विनियामक एवं विकास प्राधिकरण द्वारा पेंशन उत्पादों के अनुमोदन के पश्चात की जायेगी ।

यह योजना कम्पनी के सभी नियमित कर्मचारियों के लिए स्वैच्छिक है । इच्छुक कर्मचारियों को पेंशन योजना में शामिल होने के लिए इस परिपत्र के जारी होने की तिथि से एक माह के अंदर निर्धारित फार्म में अपना विकल्प देना होगा । जो कर्मचारी पेंशन योजना में शामिल होने के लिए अपना विकल्प देंगे उनके वेतन से मासिक अंशदान की कटौती भारतीय जीवन बीमा निगम के पास अनुमोदित पेंशन उत्पाद उपलब्ध होने के पश्चात की जायेगी ।

कर्मचारियों द्वारा पेंशन योजना में अंशदान, 01.01.2007 से 31.03.2009 तक उनके वेतन का 2 प्रतिशत (मूल वेतन + महंगाई भत्ता + विशेष वेतन + व्यक्तिगत वेतन + स्टेगेशन वेतन) तथा 01.04.2009 से आगे वेतन का 4 प्रतिशत होगा । कम्पनी द्वारा मैचिंग अंशदान दिया जायेगा । कर्मचारियों को 4 प्रतिशत की सीमा से अधिक और 13 प्रतिशत तक अंशदान देने का विकल्प होगा ।

एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना की मुख्य विशेषताएं संलग्न हैं ।

(एस. के. घई)  
महाप्रबंधक (मानव संसाधन)

**संलग्न : उपरोक्तानुसार**

**वितरण:**

- |  |  |
|--|--|
| ➤ मुख्य प्रबंधक (अध्यक्ष एवं प्रबन्ध निदेशक सचिवालय)                                       | अध्यक्ष एवं प्रबन्ध निदेशक के सूचनार्थ |
| ➤ निदेशक (वित्त) के सचिव   | निदेशक (वित्त) के सूचनार्थ             |
| ➤ निदेशक (तकनीकी) के सचिव  | निदेशक (तकनीकी) के सूचनार्थ            |
| ➤ निदेशक (विपणन) के प्रबंधक (सचिवालय)  | निदेशक (विपणन) के सूचनार्थ             |
| ➤ मुख्य सतर्कता अधिकारी के प्रबंधक (सचिवालय)   | मुख्य सतर्कता अधिकारी के सूचनार्थ      |
| ➤ कार्यकारी निदेशक (वित्त एवं लेखा) / मुख्य महा प्रबन्धक (सामग्री) / (परियोजना) / (तकनीकी) |  |
| ➤ महा प्रबन्धक (विजयपुर परियोजना) / (विपणन) / (प्रबन्ध सेवाएं) / (विपणन)                   |  |
| ➤ कम्पनी सचिव / महा प्रबन्धक (मानव संसाधन विकास)   |  |
| ➤ ज़ोनल प्रबंधक, लखनऊ / चंडीगढ़ / भोपाल  |  |
| ➤ यूनिट प्रमुख, पानीपत / बठिंडा / नांगल / विजयपुर  |  |
| ➤ यूनिट एच.आर. प्रमुख, विजयपुर / नांगल / बठिंडा / पानीपत                                   |  |
| ➤ प्रधान, एन एफ ई यू / एन एफ ओ ए, कारपोरेट कार्यालय / केन्द्रीय विपणन कार्यालय             |  |
| ➤ नोटिस बोर्ड  |  |

उनके नियंत्रण में  
कार्यरत कर्मचारियों को  
अवगत करवाने हेतु ।



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

**C I R C U L A R**

No.NFL/Pers/1(302)/

Date : August , 2012

**Sub.: Introduction of Defined Contribution Superannuation Pension Scheme of NFL.**

It is for the information of all concerned that Defined Contribution Superannuation Pension Scheme is to be implemented in NFL w.e.f. 01.01.2007.

In terms of discussion with Unions & Officers' Associations, at present LIC shall be entrusted with the management of Pension Fund. LIC has informed that Insurance Regulatory and Development Authority (IRDA) has not approved any Pension Product of any of the IRDA approved Insurance Companies as on date. Accordingly, Company's contribution and deduction from employees shall be made after approval of Pension Products by IRDA.

The Scheme is optional for all the regular employees of the Company. Interested employees are required to submit option for joining the scheme in the prescribed form within one month from the date of issue of this circular. Monthly contribution will be deducted from the salary of the employees who opt to join the scheme, as and when approved product is available with LIC.

The contribution from the employees towards the Pension Scheme will be 2% of pay (Basic Pay+DA+Special Pay+Personal Pay+Stagnation Pay) from 01.01.2007 to 31.03.2009 and 4% from 01.04.2009 onwards. The Company will make matching contribution. Employees will have the option of contributing beyond the limit of 4% and upto 13% of pay.

The salient features of the Defined Contribution Superannuation Pension Scheme are enclosed.

**(Hindi version follows)**

**(S K GHAI)**  
**General Manager (HR)**

**Circulation :**

- Chief Manager (C&MD's Sectt)
- Secy. to Dir. (Fin.)
- Secy. to Dir.(Tech)
- Manager (Sectt) to Dir.(Mktg)
- Manager (Sectt) to CVO
- ED(F&A) /CGM(Mtls)/CGM (Proj)/CGM (Tech)
- GM (VP Projects) / GM (Mktg) / GM (MS) / GM (Mktg) /
- Company Secretary / GM (HRD)
- Zonal Manager, Lucknow / Chandigarh / Bhopal
- UNITS HEADS
- UNIT HR HEADS
- Zonal Manager, Lucknow / Chandigarh / Bhopal
- The President, NFOA / NFECU, NOIDA

for kind information of C&MD  
for kind information of Dir.(Fin.)  
for kind information of Dir.(Tech)  
for kind information of Dir.(Mktg)  
for kind information of CVO.

for bringing it to the notice of  
all employees under their  
control

## **Salient features of NFL Employees Defined Contribution Superannuation Pension Scheme.**

- The Scheme will be effective from 01.01.2007.
- **Eligibility** : Benefit of this scheme will be applicable to all regular employees on the rolls of the NFL and also for the employees retired / separated on or after 01.01.2007 subject to minimum 15 years of length of service in NFL / CPSE prior to superannuation. The condition of minimum 15 years service is not applicable in case of death / permanent total disablement.
- The scheme is optional for the eligible employees.
- If an employee does not opt for joining the pension Scheme **from the date of its implementation**, the benefit of past contribution shall not be made applicable. However, if employee joins pension scheme from a future date the pension scheme shall be made applicable from the date of joining the scheme and retrospective benefit shall not be allowed.
- The membership of the Pension Scheme cannot be discontinued / withdrawn before separation from employment of the Company.
- **Contribution** : The members of the scheme shall contribute @ 2% of salary (Basic Pay+DA+Special Pay+Personal Pay+Stagnation Pay) from 01.01.2007 to 31.03.2009 and 4% from 01.04.2009 onwards. The Company will make matching contribution. The employees superannuated after 01.01.2007 shall contribute to the Pension Fund at the above rates w.e.f. 01.01.2007 to the date of superannuation and company will deposit matching contribution.
- Deductions towards Pension Fund will be made from the salary of the concerned employees as per the declaration given by the employees (maximum 13%). Company's contribution shall be limited to 4% of the salary (Basic Pay+DA+Special Pay+Personal Pay+Stagnation Pay).
- Past contribution for the period w.e.f. **01.01.2007 or from the date of joining the Company on regular basis whichever it later** at the prescribed rate of 2% / 4% will be payable by the concerned employees in maximum four installments within a period of four months or deposited by the employees in one lumpsum. Matching contribution from the Company shall be deposited accordingly.
- If the Profit after Tax of the Company dips below Rs.100 crores in a financial year the Company's contribution (at present 4% of Basic Pay and VDA) for the subsequent year shall be withheld. The withheld amount will be released in the year when profit after tax becomes more than Rs.100 crores with prospective date without any interest.
- Retiring employees will be allowed to contribute lump sum amount to the fund limited to the amount received towards Provident Fund, Gratuity and Leave Encashment at the time of retirement within a period of two months from the date of retirement.
- At the option of retiring employees after superannuation, retired employee may continue in the scheme without contribution upto the age of 65 years for the purpose of purchasing annuity.

- **Employees resigning and joining another CPSE** - Transfer of accumulated fund to pension scheme of other CPSE will be allowed (both transfer to NFL and transfer from NFL to other CPSE). Further, if an employee resigns from the company, he will have the option to either withdraw his own contribution with interest accrued thereon or retains the accumulated amount with the Insurer for purchasing annuity on attaining the age of superannuation. The Company's contribution with interest accrued thereon shall be forfeited. However, if he / she joins another CPSE having similar pension scheme, the accumulated funds in his pension account will be transferred.
- **Pension Option :**  
The Pension Scheme is a defined contribution scheme. The likely pension amount to an individual member will depend upon contribution, rate of return on funds given by LIC from time to time and other options selected by the employee, amount accumulated in individual's pension account, Annuity Rate declared by LIC from time to time, etc.
- In respect of employee's contribution, employees shall have the option to opt for any Insurer from out of Insurer with whom Trust has its accounts. Transfer of employees contribution between the insurer shall be allowed any time only twice in a year.
- A member or the beneficiary / nominee (in the event of death of the employees while in service) as the case may be, so desires and the Trustees agree, a maximum of 1/3 rd of full value of pension may be commuted for payment of lump sum amount in lieu of portion of pension surrendered voluntarily by the Pensioner, and the remaining 2/3rd of the amount the annuity would be purchased for pension.
- Separate Pension Trust is being formed for administration of the Scheme.
- The Management of Pension Fund has been entrusted to LIC of India.
- The employees are required to fill up a nomination form to declare beneficiary under the Pension Scheme (Spouse, children and / or parents can be nominated).
- The Rules of NFL Employees Defined Contribution Superannuation Pension Scheme can also be viewed at NFL's website at [www.nationalfertilizers.com](http://www.nationalfertilizers.com).
- Withdrawal of accumulated pension fund will not be allowed at any point of time except till 31.03.2015 in such cases of retiring employees where total corpus including employee's and employer's contribution with interest accrued thereon is less than Rs.2 lakhs upto 31.03.2015. This will be subject to prevailing Income Tax and other laws.

Date : \_\_\_\_\_

HR Head  
National Fertilizers Limited  
Nangal / Bathinda / Vijaipur / Panipat / CO / Marketing.

**Sub.: Option for joining Defined Contribution Superannuation Pension Scheme of NFL**

Dear Sir,

With reference to Circular No. \_\_\_\_\_ dated \_\_\_\_\_ I request you to kindly admit me as a member of the Company's Defined Contribution Superannuation Pension Scheme.

I opt to join the Scheme from the date of its implementation.

**OR**

I opt to join the Scheme w.e.f. \_\_\_\_\_ (month to be indicated by the Employee)

I hereby authorize the Company to deduct an amount equivalent to \_\_\_\_\_% of my salary (Basic Pay+DA+Special Pay + Personal Pay & Stagnation Pay) from my salary towards the monthly contribution each month.

I undertake that, I will deposit my share of contribution for the past period (w.e.f. 01.01.2007 or from the date of joining the company on regular basis, whichever is later) to the Pension Fund in one lump sum / \_\_\_\_\_installments (to be deposited within four months in maximum four equal installments), after pension product is approved by IRDA.

Nomination Form in the prescribed proforma is enclosed herewith.

Thanking you,

Yours faithfully

( \_\_\_\_\_ )  
Signature  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Emp. No. \_\_\_\_\_  
Unit / Office \_\_\_\_\_

दिनांक : \_\_\_\_\_

एच. आर. प्रमुख  
नेशनल फर्टिलाइजर्स लिमिटेड  
नांगल / बठिंडा / पानीपत / विजयपुर / कार्पोरेट कार्यालय

**विषय : एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना में शामिल होने के लिये विकल्प।**

महोदय,

परिपत्र संख्या ने.फ.लि./कार्मिक/1(302)/967 दिनांक 30.08.2012 के संदर्भ में, मैं आपसे अनुरोध करता हूँ कि मुझे एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना में शामिल किया जाय

मुझे पेंशन योजना मे इसके लागू होने के तिथि से शामिल किया जाय ।

### अथवा

मुझे पेंशन योजना में \_\_\_\_\_ तारीख से शामिल किया जाय (कर्मचारी पेंशन योजना में शामिल होने का महीना लिखे)

मैं एन.एल.एल. को मेरे वेतन का \_\_\_\_\_ प्रतिशत (मूल वेतन + महंगाई भत्ता + विशेष वेतन + व्यक्तिगत वेतन + स्टेग्नेसन वेतन) प्रति माह मासिक अंशदान के रूप में कटौती करने के लिए अधिकृत करता हूँ ।

मैं यह वचन देता हूँ कि अपना पेंशन योजना का पिछले अवधि का अंशदान (01.01.2007 अथवा नियमित कर्मचारी के रूप मे जवाइन करने की तिथि से, जो भी बाद में हो) बीमा विनियामक एवं विकास प्राधिकरण द्वारा पेंशन उत्पादों के अनुमोदन के पश्चात एकमुश्त / \_\_\_\_\_ किश्तों मे जमा करुंगा ।

निर्धारित प्रारूप में पेंशन योजना का नामांक संलग्न है ।

धन्यवाद,

भवदीय

हस्ताक्षर

नाम \_\_\_\_\_

पदनाम \_\_\_\_\_

कर्मचारी संख्या \_\_\_\_\_

इकाई / कार्यालय \_\_\_\_\_

**नेशनल फर्टिलाइजर्स लिमिटेड**  
**NATIONAL FERTILIZERS LIMITED**

**एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना के अधीन नामांकन**

Nomination of Beneficiary under NFL Employees Defined Contribution Superannuation Pension Scheme

दो प्रतियों में भरा जाये / (To be filled in duplicate)

1.	कर्मचारी का नाम Name of the employee	
2.	कर्मचारी संख्या Employee No.	
3.	पदनाम Designation	
3.	नियुक्ति का स्थान Place of posting	

मैं ऐतद्वारा निम्नलिखित व्यक्ति को, मेरी मृत्यु हो जाने की स्थिति में एन एफ एल कर्मचारी परिभाषित अंशदान सेवानिवृति पेंशन योजना के अधीन स्वीकार्य हितलाभ प्राप्त करने के लिये 'लाभार्थी' नामांकित करता हूँ:

I hereby nominate the person mentioned below as 'Beneficiary' to receive the benefits admissible under NFL Employees Defined Contribution Pension Scheme in the event of my death :-

लाभार्थी/ नामांकित का नाम व पता Name & Address of the Nominee	कर्मचारी के साथ सम्बन्ध Relationship with the employee	लाभार्थी/नामांकित की जन्म तिथि / उम्र Date of birth / age of nominee	यदि लाभार्थी/नामांकित अव्यस्क है तो अभिभावक का नाम, पता तथा अव्यस्क के साथ सम्बन्ध If the beneficiary/nominee is minor, name, relationship and address of the guardian	हिस्सा का प्रतिशत / %age of share

**कर्मचारी का हस्ताक्षर**  
**Signature of the employee**

तिथि / Date \_\_\_\_\_

स्थान / Place \_\_\_\_\_