



NITOL-NILOY GROUP

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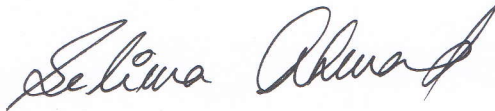
Date: 30 December 2015

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Office Notice

Subject: Strict Compliance with HR Policies & Procedures

1. Of late, it has been observed that some of the Divisions / Departments tend to bypass HR policies/formalities in executing remuneration revision, transfer, allowing other allowances, posting & promotion of employees etc. The concerned Division / Department sometimes do not even inform the HRD regarding such issues. As a result, this is hindering the corporate practice of the company and violating procedures of the organization.
2. The Management has taken the issue very seriously and henceforth all the Divisions/Departments must abide by the Company policies / practices of HR. All such issues must be routed through the HRD.
3. This is forwarded for your information and strict compliance please.



Selima Ahmad

Vice Chairperson & Group HR Director