

Numaligarh Refinery Limited

Ref. NRL/NG/HR/4.2

Date: May 3, 2021

NOTE TO: ALL EMPLOYEES

Sub: Restrictions at Refinery Gate and Admin Building during Covid Situation

In view of prevailing Covid situation, following restrictions have been put in place with immediate effect:

A. Entry through Refinery Main Gate :

1. Prevailing timings for Normal Entry / Exit and Controlled Entry / Exit shall be strictly implemented at gate.
2. Any entry / exit of NRL employees / Contract employee / vendor through refinery gate during the restricted times shall be allowed only on the basis of written / mail communication from following officials to CISF :
 - (i) Sri HK Nath, CGM (Maintenance)
 - (ii) Sri Gopal Sarmah, CGM (Operations)i/c
 - (iii) Sri Sobhan Konwar, GM (Operations)
 - (iv) Sri Samir Kundu, GM (Elect. Maint.)
 - (v) Sri Monjit Borah GM (Mech. Maint.)
 - (vi) Sri Durga Sarma, DGM (Operations)
 - (vii) Sri Samar Chakrabarty, DGM (Operations)
 - (viii) Sri NP Sharma DGM (Inst. Maint.)
 - (ix) Sri Amlan Sharma CM (P&U)
 - (x) Sri Bhaskar Barua, CM (F&S)
 - (xi) Sri G. K. Das, CM (Civil)

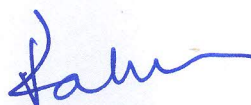
Any urgent entry /exit of people to and from refinery in odd hours /holiday shall be allowed on written advice of above officials to CISF control room through email.

3. No visitor shall be allowed during restricted timings. Very urgent case, if any, shall need recommendation from CGM (HR).

B. Entry to Refinery Administrative Building :

In general, **there will be strict restriction in entry to Administrative Building** except following special provisions:

1. For NRL Employees: There will be no restriction.
2. Consultants from following organizations can enter Admin Building based on their photo punch card issued by NRL.
 - (i) Engineers India Limited,
 - (ii) Technip India,
 - (iii) Hexagon,



- (iv) Deloitte
- (v) Thyssen Krupp India.

3. For contract people who are temporarily engaged in various departments located at Admin Building, CGM (HR) will issue special permission for them on the basis of recommendation from concerned HOD's for specific period.
4. For occasional official guests / contractors / visitors, CGM (HR) will examine and issue special permission on the basis of recommendation from concerned HODs. However, this will be in unavoidable or emergency cases only.

All above will be applicable with immediate effect till further communication.



(P. K. Talukdar)
CGM (HR)

CC : Managing Director.
: Director (Technical)
: Director (Finance)