



National Aluminium Company Ltd.  
(भारत सरकार का उपक्रम / A Government of India Enterprise)  
निगम कार्यालय, भुवनेश्वर / Corporate Office, Bhubaneswar  
मा.सं.वि.विभाग / HRD DEPARTMENT

Ref No: CHRD/Estt./4.2/2551/2025


Date: 25/11/2025

### INTER OFFICE MEMO

From: CGM (HR) Corporate Office, Bhubaneswar	To: CGM(HR)/CGM(Fin.),M&R Complex, Damanjodi CGM(HR)/CGM(Fin.), S&P Complex, Angul CGM(Fin.) Corp. Office/ All RMs
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#### Sub: Enhancement of Gratuity Ceiling to Rs.25 Lakhs

The ceiling limit of Gratuity for both Executive and Non-Executive employees is hereby enhanced to Rs.25 Lakhs from Rs.20 Lakhs w.e.f 01/10/2025 as IDA rate crosses 50%.

  
(S K Patra)

Copy to :-

- ❖ ED(M&R)/EPO-ED(HR)/EPO-ED(S&P)/EPO-ED(Fin.) CO
- ❖ D(HR)/D(F) for kind information