



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:	To:
CGM (HR)	CGM(HR)/CGM(Fin.),M&R Complex, Damanjodi
Corporate Office, Bhubaneswar	CGM(HR)/CGM(Fin.), S&P Complex, Angul
	CGM(Fin.) Corp. Office/All RMs

#### 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