

## Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit  
**CIRCULAR**

No. PDP/P&A/Time Office/2022

26.08.2022

### **Sub: Change in General Shift Timings**

This is to inform all employees that the Genral Shift Timings are hereby amended to **8.00 a.m – 5.35 p.m, w.e.f. 01.09.2022**, with the following breakup:

1. The General Shift will begin from 8.00 a.m.
2. The first half of General shift will be from **8.00 a.m. to 1.00 p.m.**
3. The lunch break for General shift employees will be from **1.00 p.m to 2.00 p.m**
4. The second half of General shift will be from **2.00 p.m to 5.35 p.m**
5. The relaxation of 40 mins limit per month for in punch will continue as per past practice.
6. Saturday will be Half Day working from **8.00 a.m. to 1.00 p.m.**

Cooperation from all employees is solicited.

This bears the approval of the Competent Authority.

*K. Mohan Rao*  
26/08/2022  
K. Mohan Rao  
Jt. General Manager (P&A)

### **Distribution:**

SGMs/GM/JGMs/DGMs/Sec Heads  
DM (Coord.) to Director  
President/Secretary, IEU/IOA