



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit
CIRCULAR

Ref.No. PDP/HR/I-Card/2022

28.09.2022

Sub: Identity Card

Identity card has been issued to all permanent employees of our Unit during 2018. Thereafter, only new joinees at our Unit have been issued I-cards. However, if any employee loses his/her identity card, he/she should immediately report the same to the Head of Security & In-charge of his section to avoid any misuse.

Further, in case of loss of Identity Card, the concerned employee will be liable to be charged the cost of the same for issuance of a new I-Card.

It shall be the responsibility of the employee to apply for fresh I- Card if the same becomes disfigured or illegible due to wear and tear. Fresh I- Card shall be issued on submission of the old one.

Cooperation from all employees is solicited.

This bears the approval of the Competent Authority.

K. Mohan Rao
28/09/2022
K. Mohan Rao
Jt. General Manager (P&A)

Distribution:

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