

## Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

PDP/HR/T.O./2022

December 22, 2022

### CIRCULAR

**Sub: Regularisation of leave / shift deviation / tour / on duty passes for the year 2022**

The leave account of employees requires to be closed as on December 31, 2022 so as to calculate and credit Earned Leave / Sick Leave and Casual Leave admissible to them for the year 2023.

All the employees concerned are, therefore, requested to submit the following by 05.01.2023 positively so as to regularize their attendance accordingly before processing data for calculation of leave admissible for the year 2023.

1. Leave applications, if not submitted, for the leave availed on or before 31.12.2022.
2. To regularize deviation on account of shift changes allowed to the employees on or before 31.12.2022.
3. To submit tour programmes / on duty passes for outside duty performed on or before 31.12.2022.

All the employees concerned are requested to ensure regularization of their attendance before 05.01.2023 positively in their own interest.

*K. Mohan Rao*  
22/12/2022  
K. Mohan Rao  
JGM(P&A)

#### Distribution:

Director, - for kind information  
SGMs/GM/JGMs/DGMs/Sec-Heads  
DM (Coord.) to Director  
Notice Board