

**INDIAN FARMERS FERTILISER COOPERATIVE LIMITED**  
Paradeep Unit

No.PDP/P&A/Welfare/Shoes/2023

February 07, 2023

**C I R C U L A R**

**Subject: Issuance of Safety Shoes to eligible employees/IFFCO Trainees for the block period 01.01.2023 to 30.06.2023**

The Safety Shoes will be issued to the eligible employees and IFFCO Trainees for the block period 01.01.2023 to 30.06.2023 from Plant Guest House (Welfare Section) as per schedule given below.

S. No.	Date	Time (between)	From Sl. No. to
01	09.03.2023	09:30 AM to 12:30 PM & 14:30 PM to 17:00 PM	Sl. No. 001 to 350
02	10.03.2023	09:30 AM to 12:30 PM & 14:30 PM to 17:00 PM	Sl. No. 351 to 700
03	11.03.2023	09:30 AM to 12:30 PM	Sl. No. 701 to 850
04	13.03.2023	09:30 AM to 12:30 PM & 14:30 PM to 17:00 PM	Sl. No. 851 to 1054

Employees, working in the following sections/departments are eligible for Safety Shoes:

1. Production Dept:- Transportation, SAP Process, PAP Process, DAP Process & PH(Bagging).
2. Utilities Dept:- Offsites, Power Plant & Port Operation (Shipping).
3. Maintenance Dept:- Port Operation, Mechanical(PP), Inspection, Electrical, Instrumentation, Civil, PH-(MH), DAP Mech, PAP Mech, SAP Mech, Central Workshop, Mech (Offsites) & Mech (Planning).
4. Technical Services Dept:- Process Engineering, Gen. Engineering. Services, Fire & Safety, Laboratory & Training.
5. Material Dept:- Stores.
6. SAP-III (Project) & Nano Lab.

All employees /IFFCO Trainees are requested to collect their safety shoes from Plant Guest House (WELFARE SECTION) as per schedule given above.

The following categories of persons will not be eligible for issuance of safety shoes.

1. Employees/trainees, who were absent and /or were on LWP for more than 1/3<sup>rd</sup> of proceeding block period (i.e. 1<sup>st</sup> July' 2022 to 31<sup>st</sup> December'2022).
2. Employees who have resigned from IFFCO, whether relieved or not are not eligible.

Cooperation is solicited from all concerned.

*K. Mohan Rao*  
07/03/2023  
K Mohan Rao  
Jt. General Manager (P&A)

**Distribution:**

Unit Head  
SGM/GMs/JGMs/DGMs  
HODs/SHs  
President & Gen Secretary – IEU/IOA  
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