

Indian Farmers Fertiliser Cooperative Limited  
Paradeep Unit  
**CIRCULAR**

Ref.No. PDP/HR/Dependents/2024

28.05.2024

Sub: Deletion of Dependents

Of late, it has been observed that the employees are not intimating the occurrences regarding deletion of their dependents to P&A Department. It is once again brought to the notice of all employees that their ward/parent are to be immediately deleted from the dependent list upon the occurrence of following events:

1. Employment of ward
2. Marriage of ward
3. Demise of dependent parent

Noncompliance with the above will lead to misconduct in accordance with the provisions of Certified Standing Orders and Service Rules of the society. Further, in case at a later stage if it is found that an employee has not deleted his/her dependent, strict disciplinary action shall be taken against the concerned.

All employees are, therefore, advised to intimate in writing immediately about the occurrences in their family relating to deletion of dependents to P&A Department to avoid any further complicacies.

Cooperation of all is solicited.

*K. Mohan Rao*  
*28/05/2024*

K. Mohan Rao  
Jt. General Manager (P&A)

Distribution:

Director, Paradeep Unit  
SGM(NFP)/GM/JGMs/DGMs/Sec Heads  
DM (Coord.) to Director  
President/Secretary, IEU/IOA