



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit
CIRCULAR

Ref. No. PDP/HR/Emp. Photo/2024

22.08.2024

Sub: Regarding updation of employee photograph in HRMS

As an initiative to have all employee records updated, we will undertake employee photo updation in HRMS. In view of this, all employees are requested to send the soft copy of their recent photograph as per the below mentioned guidelines / specifications:

1. Format: jpeg
2. Photo size: 20KB (Maximum)
3. Background: Preferably White / or any monochromatic colour
4. Attire: Formals
5. Face should be visible & in focus
6. The following photos will not be accepted: full body images, photos including other people/family members, photos with filters from social media.
7. Photographs with dark or tinted glasses are not acceptable. Only photos with clear glasses are acceptable.

The soft copies of photographs may be sent in jpeg format to Shri Sakti Saujanya Pradhan, Trainee (HR). email id: saktisaujanyaupradhan@iffco.in by 30.09.2024. Photos which fail to meet the above guidelines / specifications will not be uploaded.

While sending the image over email please ensure that you correctly mention your personal number & name.

Cooperation of all is solicited.

K. Mohan Rao
22/08/2024
K. Mohan Rao
Jt. General Manager (P&A)

Distribution:

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