

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/HR/T.O./2024

December 24, 2024

CIRCULAR

Sub: Regularisation of leave / shift deviation / tour / on duty passes for the year 2024

The leave account of employees requires to be closed as on December 31, 2024, so as to calculate and credit Earned Leave / Sick Leave and Casual Leave admissible to them for the year 2025.

All the employees concerned are, therefore, requested to submit the following by 05.01.2025 positively so as to regularize their attendance accordingly before processing data for calculation of leave admissible for the year 2025.

1. Leave applications, if not submitted, for the leave availed on or before 31.12.2024.
2. To regularize deviation on account of shift changes allowed to the employees on or before 31.12.2024.
3. To submit tour programmes / on duty passes for outside duty performed on or before 31.12.2024.

All the employees concerned are requested to ensure regularization of their attendance before 05.01.2025 positively in their own interest.

K. Mohan Rao
24/12/2024
K. Mohan Rao
JGM(P&A)

Distribution:

General Manager, - for kind information
GMs/JGMs/DGMs/Sec-Heads
DM-(Coord.) to Unit Head
Notice Board