

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit
CIRCULAR

Ref.No. PDP/Admin./Transport/2025

09.08.2025

Sub: Guidelines for allotment of vehicles to employees travelling on Official Tour

This is to inform all employees that vehicle requisitions for official duties outside the premises must be submitted well in advance through proper channel and must be duly approved by the Unit Head. This is essential to ensure proper planning and smooth allotment of vehicles by the P&A Department.

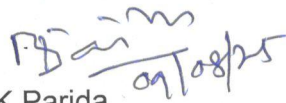
Vehicle requisitions must also clearly mention the exact number of persons travelling. It is further clarified that officials proceeding on tour shall not request individual vehicles. In cases where multiple officials are scheduled to travel to the same or nearby locations around the same time, they may be clubbed together to optimize vehicle utilization and facilitate better coordination.

The vehicle allotted for official duty will depart at the designated time and shall not wait for any official beyond the scheduled departure. Therefore, all concerned are advised to adhere strictly to the allotted departure time to avoid inconvenience and delays.

Please note that last-minute requisitions without the prior approval of the Unit Head shall not be entertained, and no vehicle shall be provided in such cases.

All are requested to strictly adhere to the above guidelines to ensure smooth coordination and effective vehicle management.

Cooperation of all is highly solicited.


B K Parida
Actg. DGM (P&A)

Distribution:

Sr. General Manager, Paradeep Unit
SGM/GMs/JGMs/DGMs/Sec Heads
Mgr. (Coord.) to Unit Head
President/Secretary, IEU/IOA