

CIRCULAR

16TH May, 2019

This is to inform all concerned that those who were unable to attend duty on 2/5/19 and 3/5/2019 due to Cyclone "FANI" their attendance may be treated as follows:-

On 2/5/2019:

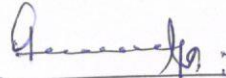
Those employees who have not done Out punch in B shift or in/out punch in C shift, their attendance shall be marked present in their respective shift. Employees have to apply "On-Duty" online.

On 3/5/2019:

Those employees who were unable to attend duty due to Cyclone, their attendance shall be marked as "Present" by Time Office.

However, those who were already on "Leave" or long absenteeism prior to cyclone FANI their attendance will be marked as "Leave / Absent".

Thanks & Regards,



G.C.Acharya 16/05/19
Dy.General Manager - HR
IFFCO, PARADIP