



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit
CIRCULAR

No. PDP/HR/T.O./2020

28.12.2020

Sub: Re-arrangement of Working Hours for Employees in General Shift

In reference to our earlier circular on the above subject dated 10.11.2020, we would like to inform that the following working hours will be implemented for General Shift employees w.e.f. 16th January 2021 till further orders.

Working Hours:

1st Half : 08.00 hrs to 12.00 hrs

Lunch break : 12.00 hrs to 13.00 hrs

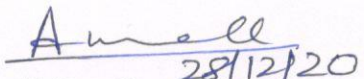
2nd Half : 13.00 hrs to 17.45 hrs

Saturday will be half day working for employees who will be availing their weekly-off on Sunday. Employees who will be availing leave on Saturday will have to apply full day leave.

HODs / Sectional Heads are requested to convey the above to the employees under them.

Cooperation from all employees is highly solicited.

This is issued with the approval of the Competent Authority.


28/12/20
Abhay Kumar Mall
Jt. General Manager (P&A)

Distribution:

SGM (F&A)/GM (Maint. & Utility)/JGMs/DGMs/Sec Heads
DM (Coord.) to Executive Director
President/Secretary, IEU/IOA