



Paradeep Unit

**INDIAN FARMERS FERTILISER COOPERATIVE LTD.**  
**PARADEEP UNIT**

No.PDP/Pers/TO/2011

December 28, 2011

**CIRCULAR**

**Sub: Regularisation of Leave / Shift Deviation/ Tour / on duty passes for the year 2011**

The leave account of employees requires to be closed as on 31<sup>st</sup> December, 2011 so as to calculate and credit Earned Leave / Sick Leave and Casual Leave admissible to them for the year 2012.

All the employees concerned are, therefore, requested to complete the following by 05.01.2012 positively so as to regularize their attendance accordingly before processing data for calculation of leave admissible for the year 2012:

1. To apply leave through on line, if not applied so far, for the leave availed on or before 31.12.2011.
2. To regularize deviation on account of shift changes allowed to the employees only for the previous month on or before 31.12.2011.
3. To submit tour programmes / on duty passes for outside duty performed on or before 31.12.2011.

All the employees concerned are requested to ensure regularization of their attendance before 05.01.2012 positively in their own interest.

R S Nair 28 /12/ 11  
Dy General Manager (HR)

**Distribution:**

GMs/JGMs / HODs/ SHs  
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