



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit
CIRCULAR

No. PDP/P&A/Pers/2020

10.07.2020

Restriction in Offices

The novel Corona virus is an ongoing pandemic and is a matter of concern. It has come to our knowledge that COVID -19 cases have been reported in nearby areas. Now, therefore, it is imperative on our part to take pre-emptive measures to ensure safety and well being of all the manpower engaged at IFFCO, Paradeep Unit.

As a precautionary measure all the employees are advised to abide by the following guidelines:

1. Mandatory wearing of face masks by all employees.
2. Social distancing to be followed by all the employees at all times.
3. Visitors will not be allowed in Offices except in emergency situations with the approval of HODs.
4. All the employees are advised to restrict themselves to their allotted posts / panels / field of work etc. & avoid visits to other offices / departments except for emergency work.

Cooperation from all employees is solicited.

This is issued with the approval of the Competent Authority.

Amall
10/07/2020
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