

Indian Farmers Fertiliser Cooperative Ltd.

Paradeep unit

Ref: PDP/Estate/2013

October 30th, 2013

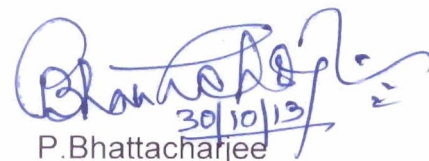
NOTICE

Sub: Abiding of House Allotment terms and conditions (T&C) by employees

It has been observed that while vacating quarters by employees after allotment of quarters, majority of employees are grossly violating the clause no. 6, and clause no. 10 (g) of house allotment terms and conditions. In this connection following decisions has been taken by the management:

1. Henceforth, any modification/alteration (e.g. fitting of AC, wash basin etc.) by employee after taking possession of the quarter done at own cost, should take prior approval from competent authority.
2. Henceforth, concerned employee shall be liable to pay cost of any damage to the house or premises thereof or any furniture/fixture provided therein by the management during the period of possession of quarter until the house has been vacated and possession thereof has been restored to the management by the employee. The value of the damage or expenses incurred in restoration work (e.g. soiled walls restore work, scraps, waste material to be cleaned etc.) will be estimated by the management and shall be recovered from the salary/wages or any other dues payable to the employee.

Cooperation from all employees is solicited.



P. Bhattacharjee

Jt. General Manager (HR)

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SGM(Maint.)/GMs/JGMs/HODs/SHs/IEU/IOA

AM (Coord.) to ED

All Notice Boards