

Indian Farmers Fertiliser Cooperative Ltd.
Paradeep unit



Ref: PDP/P&A/Estate/2014

March 10th, 2014

CIRCULAR

Sub: Regarding permission for installing Air Conditioners (AC) at residences by employees in township

It has been reported that township residents are installing ACs at their residences without taking permission from Competent Authority. Henceforth, the employees are requested to apply through proper channel to the undersigned for installation of AC(s) at their residences. Only after grant of written approval, the installation can take place. Proforma for the same is enclosed. This is issued with the approval of competent authority.

Cooperation from all township residents is solicited.

A handwritten signature in blue ink, appearing to read 'P. Bhattacharjee', with a small flourish at the end.

P. Bhattacharjee
Jt. General Manager(HR)

Distribution:

GMs/JGMs/HODs/SHs

President/Gen. Secretary, IEU/IOA

AM(Coord.) to ED

Notice Boards

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
PARADEEP UNIT

Application for permission for installation of Air conditioner

Date: _____

1. Name of Employee (Applicant) : _____
2. Personal No. & Designation : _____
3. Section / Department : _____
4. Grade : _____
5. Qtr. No / House No. : _____
6. Accommodation Status : _____ (Family / Shared)
7. Type Air condition & Capacity : _____ (Split/Window) _____ Ton

I declare that the above mentioned air conditioner will be installed at my own cost and the same will be restored, during vacation of the house or, the cost of restoration charges be recovered from my salary as per Society Rule.

Signature of Applicant

Recommended by
(Section Head / HoD)

JGM (HR)

Estate /Electrical Section (T/s) – for record.