

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/HR/Dependent/2018

October 10, 2018

CIRCULAR

Of late, it has been observed that the employees are not intimating the occurrence regarding addition and deletion of their dependents in time to P&A Department, viz birth, marriage, death etc. of dependent children and parents. It has also been noticed that the employees are declaring addition / deletion of their dependents even after five years of their induction, which is not in accordance with the provisions of Certified Standing Orders and Service Rules in vogue. In view of the above, we are unable to update the individual records in HRMS timely.

All employees are, therefore, requested to intimate in writing about the occurrence in the family within 07 days to P&A Department. However, the birth / marriage / death certificate of the dependents from the concerned authorities may be submitted to P&A Department within one month from the date of occurrence.

This issues with the approval of the Competent Authority.



A K Mall

Dy. General Manager (P&A)

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