

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/HRD/2016

December 13, 2016

CIRCULAR

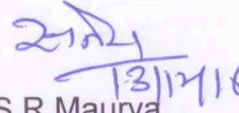
Sub: Regularisation of leave / Shift deviation / tour / on duty passes for the year 2016

The leave account of employees requires to be closed as on December 31, 2016 so as to calculate and credit Earned Leave / Sick Leave and Casual Leave admissible to them for the year 2016.

All the employees concerned are, therefore, requested to submit the following by 05.01.2017 positively so as to regularize their attendance accordingly before processing data for calculation of leave admissible for the year 2017.

1. To apply leave, if not applied so far, for the leave availed on or before 31.12.2016.
2. To regularize deviation on account of shift changes allowed to the employees only for the previous month on or before 31.12.2016.
3. To submit tour programmes / on duty passes for outside duty performed on or before 31.12.2016.

All the employees concerned are advised to ensure regularization of their attendance before 05.01.2017 positively in their own interest. No request will be accepted after the given date.


S R Maurya
Dy. General Manager (P&A)

Distribution:

Sr. General Manager, Paradeep Unit
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