



Wholly owned by Cooperatives

**Indian Farmers Fertiliser Cooperative Limited**  
Paradeep Unit

PDP/Pers/Depend/2015

October 12, 2015

**CIRCULAR**

Of late, it has been observed that the employees are not intimating the occurrence regarding addition / deletion of their dependent(children/Parents) in time to P&A Department, viz birth, marriage, death etc.. It has also been noticed that the employees are declaring addition / deletion of their dependents even after 2-3 years, which is not in accordance with the provisions of Certified Standing Orders and Service Rules. 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 should be submitted in P&A Department within one month from the date of occurrence.

This issues with the approval of the Competent Authority.

P Bhattacharjee  
Jt. General Manager (P&A)

Distribution:  
AM(Coord) to SGM  
All Notice Boards  
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