



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

CIRCULAR

No.PDP/HR/2019

August 31, 2019

Sub : Absenteeism

In continuation to our earlier Circulars on the above subject, it has been observed that still a few employees proceed on leave without prior approval and apply for the same at a later date, which gets regularized in the next month or at times even after 02 to 03 months. Due to this, we are unable to pay the Statutory payment i.e PF & EPS contribution of particular employee(s) in due time for that month.

Hence, the Statutory Authority is raising damages/interest to the Company towards the arrears of salary paid to employees after the regularization of their "Absence" in the succeeding month. The Management has taken a serious view of this wrong practice.

Therefore, it is strictly advised to all employees to ensure that leave is applied well in advance to avoid 'absenteeism' and its subsequent regularization. In the event of non-compliance of this instruction, the Management shall be constrained to recover from the concerned employees, such damages / interest imposed by the Statutory Authorities, if any, in the future.

Amal
31/08/2019
Abhay Kumar Mall
Dy. General Manager (P&A)

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