

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit
CIRCULAR

No. PDP/HR/T.O./2020

09.10.2020

Sub: Re-arrangement of Working Hours for Employees

Amid the ongoing COVID-19 pandemic, it has been witnessed that there is a massive surge of cases in the past few weeks. In view of the current scenario, it is the need of the hour to rearrange the working hours in Plant & Offices in a way to break the chain of the pandemic.

In this context, the following working hours is being implemented effective from 16th October, 2020 till 15th November, 2020:

For Employees engaged in General Shift duty:

- Duty hours shall be as follows:
- **1st Half: 08.00 a.m. -12.30p.m.**
- **Lunch Break: 12.30 p.m. -1.15 p.m.**
- **2nd Half: 1.15 p.m. - 06.15 p.m.**
- **Weekly Off (2 days): Saturday & Sunday (other than Plant people)**
- Employees will only be allowed to go on leave in case of exigency with the approval of Competent Authority.
- Employees in General Shift (staying in Township) shall give prior intimation to their HOD / Sectional Heads before leaving Township.

HODs / Sectional Heads are requested to convey the above to the employees under them.

Cooperation from all employees is highly solicited.

This is issued with the approval of the Competent Authority.

Amall
09/10/20
Abhay Kumar Mall
Jt. General Manager (P&A)

Distribution:

SGM (F&A)/GM (Maint. & Utility)/JGMs/DGMs/Sec Heads
DM (Coord.) to Executive Director
President/Secretary, IEU/IOA