



पूर्णतः सहकारी स्वामित्व  
Wholly owned by Cooperatives  
Paradeep Unit

**Indian Farmers Fertiliser Cooperative Limited**  
**Paradeep Unit**  
**CIRCULAR**

No. PDP/HR/T.O./2021

07.09.2021

**Sub: Availing Compensatory Off**

In view of the existing COVID-19 situation, it has been decided by the Management to extend the time limit for availing Comensatory Off subject to the following conditions:

1. The Comensatory Off should have been accrued after 1<sup>st</sup> January 2021.
2. The extension can be granted upto 30<sup>th</sup> November, 2021, subject to recommendation of HOD.

It may also be noted that the Comensatory Off which will be accrued on 1<sup>st</sup> September 2021 & thereafter will be guided by the normal principle of C- Off availing period of 3 months.

This is issued with the approval of the Competent Authority.

*Amall*  
07/09/21  
Abhay Kumar Mall  
Jt. General Manager (P&A)

**Distribution:**

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