

INDIAN FARMERS FERTILISER COOPERATIVE LTD.
PARADEEP UNIT

No.PDP/Pers/Time Office/2015

December 21, 2015

CIRCULAR

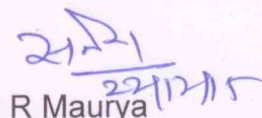
Sub: Regularisation of Leave /Shift Deviation / Tour /On Duty passes for the year 2015

The leave account of employees requires to be closed as on 31st December, 2015 so as to calculate and credit Earned Leave / Sick Leave and Casual Leave admissible to them for the year 2016.

All the employees are requested to complete the following by 05.01.2016 positively so as to regularize their attendance accordingly before processing data for calculation of leave admissible for the year 2016:

1. To apply leave, if not applied so far, for the leave availed on or before 31.12.2015.
2. To regularize deviation on account of shift changes allowed to the employees only for the previous month on or before 31.12.2015.
3. To submit tour programmes / on duty passes for outside duty performed on or before 31.12.2015.

All the employees are advised to ensure regularization of their attendance before 05.01.2016 positively and no request will be accepted after the given date.


S R Maurya
Dy General Manager (P&A)

Distribution:

GM (Mat)/OSD/JGMs/DGMs/SHs
AM (Coord) to Unit Head
President/Gen Sec. IEU/IOA
All Notice Boards
Circular file