

(P&A Department)

No: PDP/P&A/Wel/Shoes/2013

Oct 28, 2013

"CIRCULAR"

**Sub: Issuance of Safety Shoes to eligible employees for the block period 01.07.2013 to 31.12.2013**

The Safety Shoes will be issued to the eligible Employees and Trainees for the block period 01.07.2013 to 31.12.2013 from Welfare Section near Time Office Complex as per the schedule given below:

<u>DATE</u>	<u>TIME</u>	<u>EMPLOYEES HAVING P.NO</u>
28.10.2013	02.30 to 04.30 PM	From P NO.100978 to107900
29.10.2013	08.45 to 11.45AM 01.30 to 04.30 PM	From P NO.107901 to108700
30.10.2013	08.45 to 11.45AM 01.30 to 04.30 PM	From P.NO 108701 to onwards

Employees, except clerical cadre, working in the following sections/Departments are eligible for safety shoes:

1. Production Department (SAP, PAP, DAP, Bagging, PH)
2. Utility Department (Offsite, Power Plant, Port Operation)
3. Maintenance Department (Mechanical, W/S, Electrical, Instrumentation, Civil)
4. Technical Service Department (Process Engg., Gen Engg., F&S, Laboratory)
5. Transportation Section
6. Stores Section

All eligible employees and trainees are requested to collect their Safety shoes from Welfare section as per schedule given above.


The following categories of persons will not be eligible for issuance of Safety Shoe.

1. Employee/ trainee, who were absent and/or were on LWP for more than 1/3 rd of the preceding block period (i.e. 1<sup>st</sup> Jan 2013 to 30<sup>th</sup> June 2013)
2. Employees who have resigned from IFFCO, whether relieved or not are not eligible.

Cooperation is solicited from all concerned.

Distribution:

SGM (Maint.)/GMs/JGMs/DGMs/SHs  
AM (Coord.) to ED  
Notice Board  
IEU/IOA, Paradeep Unit

  
P. Bhattacharjee  
Jt. General Manager (HR)