

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/Pers/Time Office/2015

October 12, 2015

C I R C U L A R

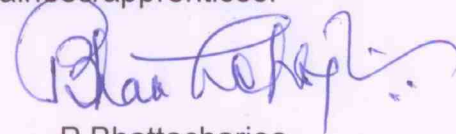
It has been observed that the attendance certification / change of weekly off / shift changes etc are not updated on day to day basis by the concerned Sectional Head and the case of missing punch / non punching, shift deviation, change of weekly offs etc are forwarded by the Sectional Heads / HODs concerned after processing the salary of the employees/Apprentice/IFFCO trainees. Such requests are some times received even after 1-2 months through the concerned Section / Department.

In order to streamline the system, the procedures mentioned below may be strictly adhere to :

- 1) All employees should invariably punch 'IN' and 'OUT' while on duty in their respective shifts.
- 2) Certification of the attendance of the employees in MIS Module should be made on day to day basis by the concerned Sectional Heads / HOD to avoid regularization on later dates.
- 3) Leave shall be applied in advance to avoid late entry / absent report.
- 4) Change of weekly off and shifts should be made / informed immediately on completion of the job and the same should be certified by the Sectional Heads concerned.

All the Sectional Heads / HODs are requested to strictly follow the above procedures for timely updation of the attendance of the employees/trainees/apprentices.

Cooperation of all is solicited.



P Bhattacharjee
Jt. General Manager (P&A)

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