

C I R C U L A R

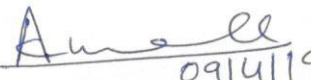
08th April, 2019

Sub : Proceeding on leave without prior sanction / intimation

It has been observed that some employees are proceeding on leave without prior sanction / intimation of his HODs / Sectional Heads and also over-staying on leave beyond the sanctioned period; which is in contravention of IFFCO Service Rules & Certified Standing Order applicable at Paradeep Unit. Such an act on part of the employee is termed as "Absence without Leave" and will have serious disciplinary consequences.

It is, therefore, advised that whosoever is proceeding on leave / extending their leave beyond the period of sanctioned leave, they must obtain sanction / give prior information to concerned Sectional Heads / HODs.

All concerned are requested to comply with the above instruction judiciously.


A K Mall
DGM (P&A)
09/4/19