



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/Time Office/2019

22.07.2019

CIRCULAR

Sub: Leave / Tour /OD applications

It has been observed that employees are proceeding on tour / leave / OD and are submitting their respective application at a later date after availing the same. Henceforth, employees are advised to refrain from this practice and are directed to avail their leave or Tour /OD only after prior approval of the Competent Authority, unless it is in emergency situation duly consented by Competent Authority.

This is for information of all & strict compliance.

A K Mall
23/7/19

A K Mall
Dy General Manager (P&A)

Distribution:

Sr. G.M., Paradeep
GM/JGMs/DGMs, Paradeep
President/Secretary – IFFCO Employees Union / IFFCO Officers Association
Time Office