

INDIAN FARMERS FERTILISER COOPERATIVE LTD.
Paradeep Unit

PDP/Further Studies/2015

December 21, 2015

C I R C U L A R

It has been observed time and again that the employees, who are seeking permission for further studies for any particular course, for example ITI / Diploma / BA / AMIE / AICHE etc., are taking admission in other courses, without taking prior permission / information or knowledge to the Management regarding change of course, which is a gross violation of rules and regulations applicable to all the employees.

In such cases, the employees are advised to seek fresh permission for change of course / study. They shall register for a new course in the concerned Institute only after the permission is granted by the Management. The qualification acquired without taking prior permission from the management shall not be added in their personal records and not considered for their career growth.

Besides the above, appropriate action shall also be taken against such employees as deemed fit by the Management as such acts are also gross violation of IFFCO's Service Rules and Certified Standing Orders as applicable to the employees of IFFCO Paradeep Unit.

All the employees are advised to refrain from such activities and strictly abide by the rules and regulations and circulars, notices issued from time to time in this regard.

Cooperation of all the employees is solicited


(S R Maurya)
Dy. General Manager (P&A)

Distribution :

Sr GM

GM(Matrl)/OSD/All JGMs

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