



पूर्णतः सहकारी स्वामित्व  
Wholly owned by Cooperatives  
Paradeep Unit

## Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

CIRCULAR

No. PDP/P&A/Time Office/2020

25.07.2020

### Sub: Change in General Shift Timings

This has reference to our earlier circular on the above cited subject. In this context, the General Shift Timings are further amended to **8.00 a.m – 5.00 p.m**, with the following breakup as per previous timings in vogue:

1. The General Shift will begin from 8.00 a.m. instead of 8.30 a.m.
2. The first half of General shift will be from 8.00 a.m. to 12.00 p.m.
3. The lunch break for General shift employees will be from 12.00 p.m. to 1.00 p.m.
4. The second half of General shift will be from 1.00 p.m to 5.00 p.m
5. The relaxation of 40 mins limit per month for in punch will continue as per past practice.

The aforementioned changes will be **effective from 01.08.2020**.

Cooperation from all employees is solicited.

This bears the approval of the Competent Authority.

*Amall*  
25/07/2020

Abhay Kumar Mall  
Jt. General Manager (P&A)

### Distribution:

SGM (F&A)/GM (Maint. & Utility)/JGMs/DGMs/Sec Heads

Dy.Mgr. (Coord.) to Executive Director

President/Secretary, IEU/IOA