

C I R C U L A R

IFFCO/Pdp/HR/2017

06th Dec. 2017

This is for information to all concerned working in the new Administration building that it has been noticed that many employees are leaving the office without proper signing in the register kept at the Security Gate of the building. Please note that any employee who want to leave the office during working hours are henceforth advised to give prior intimation to their HODs and enter in the Register and if any deviation is found, it will lead to serious concern as per the Standing Order and Service Rules of the Society. Those employees who are coming late after lunch break will also attract time loss and shall be deductible from the salary.

All are, therefore, strictly advised to comply the above instruction and enter in the register before leaving the office for attending any emergency work during the office hours, failing which appropriate measures shall be initiated against such employees.

Cooperation from all concerned is highly solicited.


G.C. Acharya 12/17

Dy. Genl. Manager (HR)

Distribution:

AM (C) to Unit Head
GMs/JGMs/DGMs/Sec-heads
President & Secretary, IEU
President & Secretary, IOA
Notice Board