



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

CIRCULAR

22nd January, 2019

It has been noticed that some staff are leaving the Office / Plant without any prior information / intimation to their respective HODs / Sec-heads. All employees moving out of the Admn. Building / Plant premises are advised to make proper entry of out-going and in-coming in the Register kept at the Security Gate. Besides, the General Shift employees, working in the New Administration Building as well as in the Plant are coming late after the lunch break. The Management has viewed this practice seriously and it is expected that all General Shift employees strictly adhere to the timing after lunch break i.e. to reach by 1.00 p.m. sharp.

Therefore, it is once again requested that all General Shift employees, both in New Administration Building and in the Plant adhere to the laid down timings and be punctual; else Management shall initiate suitable disciplinary action as deemed fit.

This is issued with the approval of Competent Authority.

A K Mall
22/01/19
A K Mall
DGM (P&A)

Distribution:-

Unit Head
GMs, JGMs, DGMs, Sec Heads
AM (Coord.) to ED
Notice Boards