

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

PDP/HR/Dependent/2021

June 23, 2021

C I R C U L A R

Of late, it has been observed that the employees are not intimating the occurrence regarding addition and deletion of their dependents in time to P&A Department, viz birth, marriage, death, employment etc. of dependent children and parents. It has also been noticed that the employees are declaring addition / deletion of their dependents even after five years of their induction, which is not in accordance with the provisions of Certified Standing Orders and Service Rules in vogue. In view of the above, we are unable to update the individual records in HRMS timely.

All employees are, therefore, requested to intimate in writing about the occurrence in the family within 07 days to P&A Department. However, the birth / marriage / death certificate of the dependents from the concerned authorities may be submitted to P&A Department within one month from the date of occurrence. In case at a later stage it is found that an employee has not deleted his dependent due to marriage, death, employment etc. then strict disciplinary action shall be taken against the concerned.

This issues with the approval of the Competent Authority.

A K Mall
A K Mall 23/06/21
Jt. General Manager (P&A)

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