

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
PARADEEP UNIT



No.PDP/Admin/15

March 24, 2015

“ CIRCULAR “

Sub: Issuance of Suiting & Shirting cloth as part of summer uniform to Employees for the block period 01.01.15 to 31.12.15

We have received shirting & suiting cloth for issuance to eligible permanent employees as part of summer uniform for the block period 01.01.2015 to 31.12.2015. Employees, who are on roll of the Society as on date of issue, are eligible for summer uniform as per scale given below:

1. Three pairs of summer uniform to all employees who were on the rolls of the Society as on 01.01.2015 or joining between 02.01.2015 & 30.04.2015.
2. Two pairs of summer uniform to all employees, who joined / joining between 01.05.2015 and 31.08.2015.
3. One pair of summer uniform to employees joining between 1.09.2015 to 31.12.2015.

The following categories of persons will not be eligible for summer uniform:

1. Act Apprentices
2. In the cases of employee remained absent / on leave without pay (inclusive of weekly off and holidays) for more than 1/3rd of the block period, the scale of cloth for issue to such employees will be reduced in the same manner as applicable on new joining.
3. Employees, who are under suspension.
4. Employees, who have resigned from IFFCO, whether relieved or not.

All eligible employees (except female employees) are requested to collect their ~~shirting~~ cloth from Welfare Section near to Time Office as per schedule given below:

<u>DATE</u>	<u>TIME</u>	<u>EMPLOYEES HAVING P. NO.</u>		
<u>EMPLOYEES IN GRADE “H2” AND BELOW:</u>				
25.03.2015	08.45 a.m. to 11.45 a.m.	107538	to	107740
	01.30 p.m. to 04.30 p.m.	107741	to	107940
26.03.2015	08.45 a.m. to 11.45 a.m.	107941	to	108145
	01.30 p.m. to 04.30 p.m.	108146	to	108350
27.03.2015	08.45 a.m. to 11.45 a.m.	108351	to	108750
	01.30 p.m. to 04.30 p.m.	108751 onwards		

contd....2

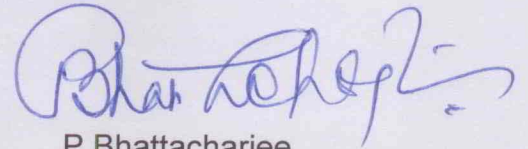
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DATE TIME EMPLOYEES HAVING P. NO.

EMPLOYEES IN GRADE "H1" & ABOVE:

30.03.2015 08.45 a.m. to 11.45 a.m. All employees in Grade "H1" & above

Cooperation from all is solicited.



P. Bhattacharjee
JT. GENERAL MANAGER (HR)

Distribution:
GMs/JGMs/All HODs / SHs
PA to Unit Head / IOA/IEU
Notice Board