

No.PDP/P&A/2011

Dated 17th June, 2011

CIRCULAR

Sub: Wearing uniform clothing while on duty

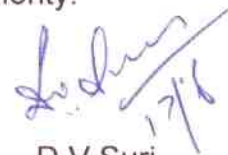
Of late, it has been observed that the employees are not wearing uniform clothes while on duty and instead wear half sleeve shirts/T-shirts etc. It was also noticed that many of the employees come on duty without shoes, which is a safety hazard.

Since, IFFCO is providing either protective clothing/shoes or reimbursing the amount equivalent to the clothing every year for procurement of uniform clothing, it is expected that the employees also reciprocate and come on duty in proper dress and wearing shoes.

All employees are, therefore, advised to wear proper dress viz. full sleeve shirt and dark colour trouser and shoes to maintain the reputation and dignity of IFFCO. Those, working inside plant should wear proper dress, helmet and safety shoes and all safety gadgets provided to them while on duty for their own safety.

It is once again reiterated that the dress code is to be complied with strictly by all the employees while on duty.

This issues with the approval of the Competent Authority.



D.V.Suri
Advisor (P&A)

Circulation

GMs/JGMs/HODs/SHs/IEU/IOA
Time Office for NB
AM (C) to Sr.ED