

**Indian Farmers Fertiliser Cooperative Limited**  
**Paradeep Unit**  
**CIRCULAR**

No. PDP/HR/T.O./2020

10.11.2020

**Sub: Re-arrangement of Working Hours for Employees**

In reference to our earlier circular on the above subject dated 09.10.2020, we would like to inform that the working hours implemented for General Shift employees in light of COVID-19 pandemic w.e.f. 16<sup>th</sup> October, 2020 will continue till 15<sup>th</sup> January 2021 or earlier based on need.

HODs / Sectional Heads are requested to convey the above to the employees under them.

Cooperation from all employees is highly solicited.

This is issued with the approval of the Competent Authority.

*Amall*  
10/11/20  
Abhay Kumar Mall  
Jt. General Manager (P&A)

**Distribution:**

SGM (F&A)/GM (Maint. & Utility)/JGMs/DGMs/Sec Heads  
DM (Coord.) to Executive Director  
President/Secretary, IEU/IOA