



Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit
CIRCULAR

पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

No. PDP/P&A/Time Office/2020

18.07.2020

Sub: Change in General Shift Timings

In view of the prevailing situation of COVID-19, the government has imposed various restrictions to contain the spread of the pandemic. In this context, the Office of the Collector & Dist.Magistrate, Jagatsingpur vide Order No. 759 Dated 01.07.2020 has allowed permitted shops including essential shops to open with restricted timings from 7 a.m. to 2 p.m. with strict maintenance of social distancing.

In this aspect IFFCO Employees' Union, Paradeep & IFFCO Officers' Association have put forth their request to change the General Shift Timings for the convenience of the concerned employees. Now, therefore, in order to provide employees who are working in General Shift, the facility to purchase their essential items within the prescribed timings adhering social distancing measures, it has been decided to change the General Shift duty timings as a special case during COVID-19 from 8.00 a.m - 05.00p.m to **8.30 a.m - 6.00 p.m**, with the following breakup:

1. The General Shift will begin from 8.30 a.m. instead of 8.00 a.m
2. The first half of General shift will be from 8.30 a.m. to 12.30 p.m.
3. The lunch break for General shift employees will be from 12.30 p.m to 2.00 p.m
4. The second half of General shift will be from 2.00 p.m to 6.00 p.m
5. The relaxation of 40 mins limit per month for in punch will continue as per past practice.

The aforementioned changes in timings will be effective from **20.07.2020**.

Cooperation from all employees is solicited.

This bears the approval of the Competent Authority.

Amal
18/07/2020
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