

## CIRCULAR

11<sup>th</sup> March, 2019


Sub : Non-Compliance of Leave Rules by some employees.

Of late, it has been observed that some employees are not abiding by the rules of Leave set forth in IFFCO Leave Rules. For example, leaves are being taken by employees by combining the CL with EL or SL, which is not allowed as per Leave Rules (copy attached) for reference. It is imperative that all employees should be fully aware of leave entitlement, admissibility conditions, application and sanctioning procedure and encashment criteria as defined in the Leave Rules.

It may be noted that w.e.f. 1<sup>st</sup> Jan. 2018, the maximum SL encashment allowable on superannuation is revised to 150 days (full pay) from 120 days (full pay) without changing the overall limit of 300 days. Copy of HO Circular is attached.

Also, the maternity leave applicable w.e.f. 01<sup>st</sup> April, 2011 is 180 days, which includes weekly offs and holidays (copy attached).

All employees are requested to strictly comply with the Leave Rules in their own interest and in the interest of organizational discipline and efficiency.

  
A K Mall 12/3/19  
DGM (P&A)

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