

Personnel & Administration Division  
(Head Office, New Delhi)

Ref. No. HO/Pers/Estt/8

17<sup>th</sup> May, 2011

CIRCULAR NO. 1619

Sub : Amendments to clause No. 7.6 of `Service Rules  
for Employees of IFFCO` – Maternity Leave


The Board of Directors, in their 399<sup>th</sup> meeting held on 25<sup>th</sup> April, 2011 approved the amendment of Clause No. 7.6(7.6.1 to 7.6.4) of `Service Rules for Employees of IFFCO` w.e.f 1<sup>st</sup> April, 2011 , with a discretion to extend the benefit to such women employees who would already be on maternity leave on 1<sup>st</sup> April, 2011, as under :

- 7.6.1. Women Employees will be granted maternity leave as per clauses 7.6.2, 7.6.3 and 7.6.4 below :-
- 7.6.2. Maternity leave may be granted to a woman employee for a period which may extended upto 180 days (Inclusive of weekly offs and other holidays) in case of Pregnancy and Child Birth, without any restriction of any duration of leave during pre-natal and post-natal periods.
- 7.6.3. Maternity Leave may be combined with leave of any other kind, except Casual Leave, but any leave applied for in continuation of Maternity Leave may be granted only if the application is supported by a medical certificate from an Authorised Medical Attendant.
- 7.6.4. Maternity Leave for a period not exceeding 45 days (inclusive of weekly offs and other holidays) may also be granted in cases of miscarriage or Medical Termination of Pregnancy subject to the condition that the application for such leave is supported by a Medical Certificate from an Authorised Medical Attendant.

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Provided that the total period of Maternity Leave granted to a woman employee shall not exceed 360 days (inclusive of weekly offs and other holidays) in her entire service in IFFCO.

  
(R P Singh)  
Director(HR & Legal)

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cc : DGM(Coord), MD's Office, HO

cc: General Secretaries of Recognised Employee's Union/Officer's Association of all Units/Divn.