

Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

CIRCULAR

No.PDP/P&A/Pers/2020

21st September, 2020



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperative,
Paradeep Unit

Sub; Prevention of Spread of Corona Virus: Discloser of Information

Kindly refer to the following circular and related contents:

Circular dated 28th July, 2020: Para-6 –“Any Employee who is suffering from any symptoms of COVID-19 or has come in close contact with any COVID positive patient shall immediately disclose the information to the Management”

Circular dated 24th August, 2020: Para-6 –“The residents are requested to register their names for COVID-19 tests if they have come in close contact with positive case/having mild symptomatic. Employees/dependants are requested to enter their details in the Register kept at Township Hospital for the purpose & essentially report the findings with evidence.”

Besides, circular regarding self-declaration was also issued aimed at containment/further spread of the virus.

In spite the above, it has come to the notice that some employees have resorted to self-medication in order to suppress the symptoms (mainly fever) and have performed duty; thereby risking themselves and other colleagues. It is reiterated that employees having fever must not hide the same; and instead report for check-up at 'Fever Clinic' being run at IRC and follow the necessary direction given by the doctor. They shall be permitted re-join their duty only after obtaining Fitness Certificate from doctor.

Any employee not adhering the above mentioned guidelines, suitable disciplinary action will be taken against him as per society rules.

Full support and cooperation of all is solicited towards successful fight against COVID-19

A K Mall
A K Mall 21/09/20

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

All residents of Township.