

Indian Farmers Fertiliser Cooperative Ltd.
Paradeep unit



Ref. No.PDP/HR/Admn/2013

July 19th, 2013

Sub: Introduction of Bus Pass for Employees' Dependents availing Bus Services

As you are aware, IFFCO Paradeep Unit is operating Bus Services for employees and dependents for travelling to various significant locations. It has been observed that people other than employees and dependents are also boarding IFFCO's bus which has resulted in overcrowding and inconvenience to employees.

To resolve this problem, it has been decided by the Management to issue Bus Passes to the dependents, so that same can be checked by personnel from Security/Administration time to time. All employees are therefore requested to fill up the attached proforma along with 2 nos. passport size photos (one to be affixed in the form) for each of their dependents and submit the same to Admn. Section within two weeks to enable us to issue Bus Passes.

Cooperation from all the employees is solicited to improve the services.

A handwritten signature in blue ink, appearing to read 'P. Bhattacharjee', is written over the typed name.

P. Bhattacharjee
Jt. General Manager (HR)

Distribution:

SGM(Maint)/GMs/JGMs/HODs/SHs
Notice Boards
President/Gen. Secretary, IEU/IOA
AM(Coord.) to SGM

**PROFORMA TO BE FILLED IN BY THE EMPLOYEE
(IN CAPITAL LETTERS ONLY)**

1. Name of the Dependent :
2. Sex :
3. Blood Group :
4. Relationship with Employee :
5. Employee Name :
6. Personal No. :
7. Present Address :

8. Mobile Number of Employee :
9. Emergency Contact No. :

Affix here one
passport size
photo of the
dependent

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief. IFFCO is at the liberty to verify my above declaration from any other source.

Signature: _____

Name _____

P.No. _____

Designation _____

Deptt/Section : _____

Date : _____