

## Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

CIRCULAR

PDP/HR/ 2020

19.05.2020

### **Sub: Minimum Essential Employees in Plant in the wake of Cyclone "AMPHAN"**

It is hereby informed that cyclone "AMPHAN" is most likely to strike the coast with severe impact during night of 19.05.2020 - 20.05.2020. As a precautionary measure, the activities in Plant will remain suspended. Heads of Departments / Sectional Heads at their discretion will engage only the essential staff on duty and non essential employees are advised to remain in Township from 5 P.M. onwards on 19.05.2020 till 2.00 P.M on 20.05.2020. B Shift on 20.05.2020 will function as per existing schedule. Non-essential employees working in "C" Shift on 19.05.2020, "A" & "General" Shift on 20.05.2020 may be advised not to report on duty.

Cooperation of all employees in this regard is highly solicited.

*Amall*  
19/05/2020  
Abhay Kumar Mall  
Dy. General Manager (P&A)

### **Distribution:**

GM (F&A)/JGMs/DGMs/Sec Heads  
AM (Coord.) to Sr.GM  
President/Secretary, IEU/IOA