



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Baradeep Unit

IFFCO/Pdp/P&A/2020

July 28, 2020

C I R C U L A R

Sub: Guidelines to be followed by employees and township residents to successfully combat COVID-19

In reference to the meeting dated 27.07.2020, chaired by Unit Head in presence of Key Officials, HOD's, President & General Secretary of IFFCO Employees' Union & IFFCO Officers' Association, the following guidelines have been chalked out for employees and residents of Township to successfully combat COVID-19, effective from 01.08.2020 till 15.08.2020 :

1. Mandatory wearing of face cover by all employees & residents in all places. Non adherence of the same shall attract fines @ Rs. 500/- for employees and Rs. 100/- for dependents/ family members.
2. Movement of individuals to & from Township is prohibited except for medical emergencies with the consent of CMO or IFFCO doctors.
3. Residents will be permitted to move out of Township for 2 hours only on Saturdays & Sundays for filling fuel in their vehicles.
4. Housekeepers/ maids are prohibited entry into Township during this period.
5. The employees working in Admin Building who purchase their breakfasts from Admn. Canteen are advised to have their breakfast on their desks /cubicle.
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.
7. The vegetable shops in IFFCO Township shall be relocated to DAV School ground for facilitating residents to purchase vegetables by maintaining social distancing.

Any employee/ resident not adhering the above mentioned guidelines shall be penalized as per the provisions of Epidemic Diseases Act, 1897 & COVID-19 regulations, 2020.

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

A K Mall
28/7/2020

A K Mall
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