

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit
CIRCULAR

No. PDP/HR/T.O./2020

30.10.2020

Sub: Grant of Special Leave – COVID-19

In view of the COVID-19 pandemic, the following relaxations have been granted by the Management, which will be effective till 31.03.2021:

1. Any employee who tests COVID-19 positive, should apply leave until he/she is declared fit to resume duty.
2. Any employee who had to be quarantined / isolated as a precautionary measure, he/she may be granted special leave upto 14 days or the actual isolation period whichever is less.

This is issued with the approval of the Competent Authority.

Amall
30/10/20
Abhay Kumar 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