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FOOD CORPORATION OF INDIA
HEADQUARTERS,16-20,BARAKHAMBA LANE
New Delhi

Date: 17.10.2018

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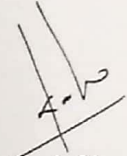
Subject: - Submission of Absentee statement before preparation of salary.

It is observed that information on absconding deceased employees is not available with the Account Section at the time of preparation of monthly salary thus action with regard to stoppage of salary of such employees could not be taken and this result into release of undue payment to the employees.

It is directed that all offices must provide absentee statement to the Account Division every month before preparation of salary i.e 20th day of each calendar month so that salary of absconding officers/officials is not drawn.

It is the duty of controlling officers of concerned Division in case of Head office and ZOs, DGM (R) in case of ROs and Manager (P) in case of IFS/DOs to provide such information to Accounts section every month without fail.

The compliance of these instructions may be ensured.


(Devesh Kumar Yadav)
General Manager (PE)

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