

नाम : 'फूडकॉर्प'  
Gram : 'FOODCORP'  
फैक्स नं. : एचएफसीआई एनडी  
०६६९९९२३४९३२४९  
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भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय  
नई दिल्ली  
Head Quarters  
New Delhi

आयएसओ 9001 2000 प्रमाणित  
ISO 9001: 2000 CERTIFIED

१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष-२३४९३८७१-२३४९४८७२-२३४९४८८०  
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**No.EP.38(1)/2005**

**Dated 22.01.2009**

(Circular No. EP-09-2009-02)

**Subject :- Encashment of Half Pay Leave at the time Superannuation.**

The matter regarding encashment of Half Pay Leave at the time of superannuation of the employees has been under consideration of the Corporation.

2. It has been decided with the approval of Board of Directors to follow guidelines issued by Department of Personnel & Training on the subject inter-alia, encashment of Earned Leave and Half Pay Leave in supersession of earlier orders vide OM No.14028/3/2008-Estt.(L) dated 25<sup>th</sup> September, 2008. A copy of said OM is enclosed.

3. In view of above, all the administrative authorities are requested to follow the DOPT instructions referred to above.

( Authority – Item No. 18/2009 (314<sup>th</sup> – BD) of Board of Directors meeting held on 5.1.2009).

*Ved Prakash*  
( Ved Prakash )  
Asstt. General Manager (EP)

Encl. As above.

Distribution :-

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