



OFFICE OF THE CHIEF EXECUTIVE OFFICER
Haldia Development Authority (ISO 9001:2008 Certified)
(A Statutory Authority under Government of West Bengal)

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Memo No.: 24 /HDA/V-13(P-III)/08

Date: 19 / 09 / 2014

C I R C U L A R

Sub. : Regarding - Tiffin Allowance.

Employees (both regular & contractual) of HDA are getting Tiffin allowance for working at least 2:00 hours beyond office hours since 01.08.1987 on the basis of the decision of the Board of HDA. But it has been observed that many of the staff have left the office without complying with the above stipulation. Hence, it is notified that Tiffin allowances will be given for working 2:00 hours beyond office hours.

This is issued in the interest of public service and will take immediate effect.

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Chief Executive Officer
Haldia Development Authority

Memo No.: 24/114 /HDA/V-13(P-III)

Date: 19 / 09 / 2014

Copy forwarded for information and taking necessary action to :

- 1) Assistant Executive Officer / Finance Officer
- 2) Section – in – Charge, Establishment / Accounts / Planning / Civil Engineering / Mechanical / Engineering / Electrical Engineering / Estate / Land – for circulation among the officials of his section.
- 3) System Analyst, HDA – for uploading in the official website.
- 4) PA to Chairman / CA to CEO.

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19.9.14.
Chief Executive Officer
Haldia Development Authority