

**INSTRUMENTATION LIMITED: PALAKKAD**  
**(P&A DIVISION)**

No. ILP/P&A/71/2025

18.02.2025

**CIRCULAR**

**Sub: Avoiding taking leave on 22<sup>nd</sup> & 25<sup>th</sup> February, 2025**

It is requested to all section of employees (Regular, Contract, Trainees & Apprentices) not to take leave on 22<sup>nd</sup> (Saturday) and 25<sup>th</sup> (Tuesday) February 2025. As we are in the last quarter of the financial year 2024-25 and many customer commitments are to be fulfilled.

Only in case of extremely unavoidable situation, the leave will be sanctioned on 22<sup>nd</sup> & 25<sup>th</sup> February 2025 at the level of HoD.

All employees are requested to cooperate.

This issues with the approval of ED (PU).

  
**(PN UNNIKRISHNAN)**  
**DY. MANAGER (P&A)**