



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

No: PDP/P&A/Welfare/Shoes /2024

July 17, 2024

C I R C U L A R

Sub- Reimbursement of cost of Shoes / Sandals + Socks to employees / IFFCO Trainees for the block period 01.07.2024 to 31.12.2024

Vide Head Office IOC No.HO/Admn/Liveries/2024 dated 13.12.2023, all employees / IFFCO Trainees are eligible for reimbursement of cost of shoes / Sandals + Socks charges of ₹2310/- (₹2070/- for one pair of Shoe/Sandal & ₹240/- for two pair of Socks) for the block period 01.07.2024 to 31.12.2024.

In this connection, all eligible employees / IFFCO trainees may be submit their claim duly supported with scanned copy of Cash Memo through **EIS->Workflow Application->Livery in EIS** by 25th July, 2024.

The following categories of persons will not be eligible for reimbursement of Shoes/Sandals +Socks:

1. If an employee / IFFCO trainees remains absent and / on LWP (inclusive of weekly off and holidays) for more than 1/3rd of the block period, the amount reimbursement to him/her towards cost of liveries for the succeeding block will be reduced in proportionate manner
2. Employees who have resigned from IFFCO, whether relieved or not are not eligible.

Cooperation is solicited from all concerned.

K Mohan Rao
17/07/2024

K Mohan Rao

Jt. General Manager (P&A)

Distribution:-

- GM /JGMs /DGMs.
- HODs/SH, DM (Coord.) to Unit Head
- President/Secretary – IEU/IOA
- Notice Board
- Circular File