

**Indian Farmers Fertiliser Cooperative Limited**  
Paradeep Unit

No.:PDP/HR/Gift/2022

October 11, 2022

"CIRCULAR"

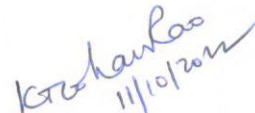
**Sub: Award of Diwali / Special Gifts / Sweets**

The Management is pleased to grant Awards and Special Gifts as mentioned below:

1. Rs. 3,500/- (Rupees Three Thousand Five Hundred Only) towards Award of Special Gift on the occasion of Diwali to all permanent employees, IFFCO Trainees, employees deputed to JVs/Subsidiaries in India, Ex-employees re-engaged on Full time contract who will be on the rolls of IFFCO/ engaged on contract as on 30.09.2022.
2. Rs 1000/- (Rupees One Thousand Only) towards distribution of sweets / dry fruits on the occasion of Diwali to all permanent employees/IFFCO Trainees/Apprentices/ Employees deputed to JVs/Subsidiaries in India, Ex-Employees re-engaged on contract and all Full time/ Part Time Consultants who were on the rolls of IFFCO / engaged on contract as on 30.09.2022.

All permanent employees, deputationists, IFFCO Trainees, Act Apprentices and full time Advisors/Consultants may buy above gift items / sweets applicable to them and submit their claim in the prescribed format duly supported with Cash Memo for reimbursement. The reimbursement of cost of above gift items / sweets shall be limited to upper ceiling as mentioned above or actual cost of the same whichever is less. The prescribed format is attached.

All employees are requested to submit their claims in the prescribed format duly supported with bills to the Welfare Section latest by 17.10.2022 for reimbursement of cost of above gift items / sweets.

  
K. Mohan Rao  
Jt. General Manager (P&A)

Distribution:

Director – for kind information  
SGMs/GM/ JGMs /DGMs  
All Sectional Heads  
President / General Secretary, IEU / IOA  
Notice Board