



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Date: _____

Jt. General Manager (P&A)
IFFCO, PARADEEP

Through proper channel

Dear Sir,

In reference to your circular No.: PDP/HR/Gift/2022 dated 11.10.2022, I have purchased gift items / sweets as detailed below:

S.No	Name of shops	Cash Memo / Receipt No. and date	Amount

The cash memo / receipt are enclosed herewith.

It is requested that the reimbursement may kindly be made towards the cost of gift items purchased by me in accordance with above referred circular.

Thanking you,

Yours sincerely,

Signature : _____
Name of employee : _____
Designation : _____
P. No. : _____
Section / Deptt : _____
IOB S.B A/c. No. : _____