

Indian Farmers Fertiliser Cooperative Limited
Paradeep Unit

No.:PDP/HR/Gift/2023

October 31, 2023

"CIRCULAR"

Sub: Award of Diwali Gift / Sweets

The Management is pleased to grant Diwali Gift / Sweets as mentioned below:

1. Rs. 5,000/- (Rupees Five Thousand Only) towards Award of 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 31.10.2023.
2. Rs 1000/- (Rupees One Thousand Only) towards distribution of sweets 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 31.10.2023.

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 04.11.2023 for reimbursement of cost of above gift items / sweets.

K. Mohan Rao
31/10/2023.
K. Mohan Rao
Jt. General Manager (P&A)

Distribution:

Director – for kind information

SGM/GMs/ JGMs /DGMs

All Sectional Heads

President / General Secretary, IEU / IOA

Notice Board

Date: _____

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

Through proper channel

Dear Sir,

In reference to your circular No.: PDP/HR/Gift/2023 dated 31.10.2023, 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.	:	_____