

## Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

No: PDP/P&A/Welfare/Uniform/2025

January 03, 2025

### C I R C U L A R

**Sub- Reimbursement of cost of 3 (Three) pairs of Summer Uniforms and stitching charges for the block period 01.01.2025 to 31.12.2025**

Vide Head Office IOC No. HO/Admn./Liveries/2024 dated 13.12.2023, all permanent employees / IFFCO Trainees are eligible for reimbursement of cost of 3 (Three) pairs of Summer Uniform and stitching charges of ₹6,600/- (Rupees Six Thousand Six Hundred only)) for the block period 01.01.2025 to 31.12.2025.

In this connection, all eligible permanent employees / IFFCO trainees may be submit their claim duly supported with scanned copy of Cash Memo through **EIS->Workflow Application->Livery in EIS** by 15<sup>th</sup> January, 2025.

The following categories of persons will not be eligible for reimbursement of Summer Uniforms:

1. If an employee / IFFCO trainees remains absent and / or LWP (inclusive of weekly off and holidays) for more than 1/3<sup>rd</sup> 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*  
03/01/2025

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

**Distribution:-**

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