



पूर्णतः सहकारी स्वामित्व  
Wholly owned by Cooperatives  
Paradeep Unit

## Indian Farmers Fertiliser Cooperative Limited

### Paradeep Unit

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

January 03, 2025

## C I R C U L A R

### **Sub- Reimbursement of cost of Shoes / Sandals + Socks to employees / IFFCO Trainees for the block period 01.01.2025 to 30.06.2025**

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 01.01.2025 to 30.06.2025.

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 15<sup>th</sup> January, 2025.

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

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:-**

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