

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

Paradeep Unit
(P&A Department)

No. PDP/Welfare/Turban/2022

June 29, 2022

"C I R C U L A R"

Sub: Reimbursement of cost of two turbans to male Sikh employees for the block period 01.01.2022 to 31.12.2023

Vide Head Office IOC No. HO/Admn./Liveries/2022 dated 03.01.2022. All permanent male Sikh employees are entitled to two turbans for the Block Period 01.01.2022 to 31.12.2023 as per guidelines on issuance of liveries items. They may buy two turbans and submit their claim in the prescribed format attached herewith for reimbursement duly supported with Cash Memo. The reimbursement of cost of two turbans shall be limited to Rs.530/- (Rupees Five Hundred Thirty only) or actual cost of the same whichever is less.

The employee who were absent/ on leave without pay (inclusive of weekly off and holidays) for more than 1/3rd of the block period will not be entitled to the above livery item.

The employees who were issued helmets earlier are not entitled to reimbursement of turbans.

In this connection, only eligible permanent male Sikh employees may be submit their claim duly supported with scanned copy of Cash Memo through **EIS->Workflow Application->Livery in EIS** by 10th July, 2022.

Cooperation from all is solicited.

K Mohan Rao
30/06/2022

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

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