



पूर्णतः सहकारी स्वामित्व  
Wholly owned by Cooperatives  
Paradeep Unit

Dt. 20.11.2018

**Sub: Booking of Air Tickets for Official Tours**

It has been observed from the TA Bills submitted by the employees that some of the employees are booking Air Tickets themselves for official Tours instead of booking through Administration Department. In such cases, GST Number of IFFCO Paradeep Unit is not mentioned in the Invoices and as a result we are not in a position to claim the refund of GST which is a loss to Unit.

In view of above, all the employees are requested to book their Air Tickets for official tours only through Administration Department.

  
Suresh Goyal  
Jt. General Manager (F&A)