

(P&A)

No.:PDP/P&A/Gift/2012

March 14, 2012

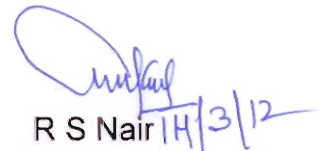
“CIRCULAR”

Sub: Award of Special Gift

The Management is pleased to grant Special Gift on the occasion of Hon'ble MD's visit valuing to ₹2500/- (Rupees Two Thousand Five Hundred only) for all permanent employees, deputationist, IFFCO Trainees (except Act Apprentices) and full time Advisors/Consultants, who will be on the roll of IFFCO as on date of disbursement of such gift. The value of gift is inclusive of all taxes.

All permanent employees, deputationist, IFFCO Trainees (except Act Apprentices) and full time Advisors/Consultants may buy above gift item and submit their claim in the prescribed format duly supported with cash memo for reimbursement. The reimbursement of cost of above gift item shall be limited to upper ceiling as mentioned above or actual cost of the same whichever is less. The prescribed format is attached herewith.

The claims in the prescribed format duly supported with cash memo shall reach Personnel Section latest by 22.03.2012 for reimbursement of cost of above gift.



R S Nair 14/3/12
Dy. General Manager (HR)

Distribution :

GMs / JGMs /
All HODs / SH /
AM (Cord) to Sr.ED
Notice Boards