

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED
PARADEEP UNIT

Ref: PDP/HR/Fin. Asst./2017

July 1, 2017

CIRCULAR

Sub: Financial Assistance to talented children of IFFCO employees

All the permanent employees of IFFCO Paradeep Unit are hereby informed that the following are the criteria for availing Financial Assistance of IFFCO for their ward who have secured 90% or more marks in their final examination in class 10th and 12th of any recognized Board:

1. The scheme applies to IFFCO employees. Student should be the ward of permanent IFFCO Employee.
2. All the students who have scored 90% or more marks in final examination of class 10th and 12th from any recognized Board.
3. Those who are already availing the above benefits they are also required to submit proof of passing the examination, as the case may be, every year, for receiving the same.

All the employees are advised to submit their claim, for the above, in the attached claim form which should be duly authenticated by the concerned Institution along with self attested photo copy (both side) of mark sheet.

All the above documents are to be submitted with Sri Suresh Pathak, H R Officer in HR Section latest by 31.07.2017 for further necessary action.

सिरी
01/07/17

S R Maurya
Dy. General Manager (P&A)

Encl: Formats.

ANNEXURE-I

Request for Financial Assistance for talented children excelled in academic

Date: _____

To

My son / daughter, Master / Miss _____ has secured _____% of marks (90% or more) in Class _____. He / She has taken admission in Class _____ w.e.f. _____. A certificate from the Educational Institute or proof of continuing the studies is attached herewith.

It is requested that an amount of Rs. _____/- for 1st / 2nd / 3rd / 4th (Quarter / Year) be paid towards the Financial Assistance in respect of my above mentioned child. Since claim for reimbursement of tuition fees is submitted on six monthly / yearly basis, therefore, the tuition fee receipt as the case may be, from the concerned Educational Institute is enclosed.

My child is pursuing professional course as per Class 2(b) of Circular dated 19.07.2013, therefore, an amount of Rs. _____/- spent on purchase of books also kindly be reimbursed. Receipt(s) of the same is / are enclosed herewith.

I declare that my above mentioned child is not getting financial assistance for furthering of studies from anywhere else and is dependent on me through out the period.

Further, I shall abide by the terms & conditions of the Circular(s) on the subject.

Signature : _____

Name of Employee : _____

P. No. : _____

Designation : _____

Place of Posting : _____

ANNEXURE-II

(To be completed by the Educational Institution)

Certified that Master / Miss _____
(date of birth) _____, Son / Daughter of Shri. / Smt.
_____ is studying in Class / Course
_____ of this School / College as regular full time / part
time student, with effect from _____. He / She has been
passed the previous Class / Course of this School / College i.e.
_____ with _____% of marks.

(Signature of Headmaster / Principal with stamp)

Dated: _____