

No.:PDP/P&A/Gift/2013

October 16, 2013

"CIRCULAR"

Sub: Award of Diwali / Special Gifts / Sweets

The Management is pleased to grant Awards and Special Gifts as mentioned below:

1. ₹2,800/- (Rupees Two Thousand Eight Hundred Only) towards Award of Special Gift on the occasion of Diwali for all permanent employees, deputationist, full time Advisors/Consultants and IFFCO Trainees, who will be on the rolls of IFFCO as on 31.10.2013.
2. ₹700/- (Rupees Seven Hundred Only) towards distribution of sweets / dry fruits on the occasion of Diwali for all permanent employees, deputationist, IFFCO Trainees, Apprentices and full time Advisors/Consultants, who will be on the rolls of IFFCO at the time of distribution of sweets/dry fruits.
3. ₹1,000/- (Rupees One Thousand Only) towards award in recognition of Cordial Industrial Relations during the year 2012-13 for all permanent employees, deputationist and IFFCO Trainees, who will be on the rolls of IFFCO as on 31.10.2013

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

All employees are requested to submit their claims in the prescribed format duly supported with cash memo to the Welfare Section latest by 25.10.2013 for reimbursement of cost of above gift items / sweets.


P. Bhattacharjee
Jt. General Manager (HR)

Distribution :

SGM (M)/GMs / JGMs /
All Sectional Heads /
President / General Secretary, IEU / IOA
AM (Cord) to ED
Notion Board

Date: _____

Jt. General Manager (HR)
IFFCO, PARADEEP

Through proper channel

Sub: Reimbursement of cost of special gifts / sweets

Dear Sir,

Reference your circular No.: PDP/P&A/Gift/2013 dated 15.10.2013 on the above subject.

I have purchased gift items / sweets as detailed below:

S.No	Name of shops	Cash Memo / Receipt No. and date	Amount

The cash memo / receipt are enclosed herewith.

It is requested that the reimbursement may kindly be made towards the cost of gift items purchased by me in accordance with above referred circular.

Thanking you,

Yours sincerely,

Signature _____
Name of employee _____
Designation _____
P. No. _____
Section / Deptt _____
IOB S.B A/c. No. _____