



पूर्णतः सहकारी स्वामित्व
Wholly owned by Cooperatives
Paradeep Unit

Pdp/P&A/Livery/2019

31st Jan. 2019

Sub : Reimbursement of cost of two turbans to male Sikh employees for the Block period 01.01.2018 to 31.12.2019 regarding.

All permanent male Sikh employees those who are wearing turbans are entitled to two turbans for the block period 01st Jan. 2018 to 31st December, 2019 as per guidelines on issuance of liveries items. They may buy two turbans and submit their claim through workflow application in HRMS for reimbursement, duly supported with scanned copy of Cash Memo. The reimbursement of cost of two turbans shall be limited to Rs.460/- (Four Hundred Sixty Only) or actual cost whichever is less.

The employees 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.

All permanent male Sikh employees who wear turbans are advised to submit their claims through Workflow Application for reimbursement of the same by 07th February, 2019.

A K Mall
A K Mall 31/1/19
DGM (P&A)

Distribution:

Unit Head
GMs / JGMs / DGMs
HODs / Sec-Heads
President & Secretary – IEU & IOA
Notice Boards