

Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit

No: PDP/ Welfare/Shoes /2015

August 18, 2015

C I R C U L A R

Sub- Reimbursement of cost of one pair of shoes /sandals and two pairs of socks for the Block period 01.07.2015 to 31.12.2015

All permanent employees / Trainees who are working in non-technical departments (viz. P&A, F&A, Purchase Depts.) and employees of clerical category working in other departments, will be reimbursed the cost of one pair of shoes/sandals and two pairs of socks for the block period 01.07.2015 to 31.12.2015.

All permanent employees & Trainees, who are working Technical department in Production/ Maintenance/ Offsite & Utilities/ Technical Services/ Port Operation / Product Handling / Stores / Transportation are entitled to safety shoes, will be eligible for reimbursement of the cost of only two pair of socks for the block period 01.07.2015 to 31.12.2015.

Employees / Trainees concerned may buy one pair of shoes/sandal and two pairs of socks, as the case may be, from the authorized dealers /shop and submit their claim in the prescribed format attached herewith for reimbursement duly supported with cash memo. The brand, colour and upper price ceiling of shoes/sandals and socks are as under:

For Employees working in P&A, F&A, Purchase & Clerical Category working in other Departments

A. Male Employees

| S No. | Item | Make/ Colour | Upper price ceiling |
|-------|-------------------|--------------------------------------|-----------------------|
| 1 | One Pair of Shoes | Bata or Liberty make in black colour | Rs.1300/- per pair |
| 2 | Two pair of Socks | Preferably cotton socks | Rs. 150/- for 2 pairs |


B. Female Employees

| S No. | Item | Make/ Colour | Upper price ceiling |
|-------|---------------------|--------------------------------------|-----------------------|
| 1 | One Pair of Sandals | Bata or Liberty make in black colour | Rs.1300/- per pair |
| 2 | Two pair of Socks | Preferably cotton socks | Rs. 150/- for 2 pairs |

For Employees entitled to Safety Shoes

| S No. | Item | Make/ Colour | Upper price ceiling |
|-------|--------------------|-------------------------|-----------------------|
| 1 | Two pairs of socks | Preferably cotton socks | Rs. 150/- for 2 pairs |

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The reimbursement of cost of one pair of shoes / sandals and two pairs of socks shall be limited to upper price ceiling as mentioned above or actual cost of the same, whichever is less.

Employees/ Trainees on the rolls as on 01.07.2015 and those who joined between 01.07.2015 & 31.10.2015 and on the rolls of IFFCO at the time of actual reimbursement, are entitled for reimbursement of cost of one pair of shoes / sandals & two pairs socks.

The following categories of persons will **not** be eligible for reimbursement of cost of one pair of shoes / sandals and two pairs of socks:

1. Employee / trainee, who are absent and / or on LWP for more than 1/3rd of the preceding block period (i.e. 01.01. 2015 to 30.06.2015).
2. Apprentices under the act.
3. Employees who have resigned from IFFCO, whether relieved or not.

All employees / trainees should submit their claims in the prescribed format duly supported with cash memo to the Welfare Section/Canteen by 26.08.2015 for reimbursement.


P. Bhattacharjee
Jt. General Manager (P&A) 18/08/15

Distribution:

SGM/GMs/JGMs/DGMs/SHs
PA to Unit Head
IEU/IOA, Paradeep Unit
Notice Board

Date: _____

Jt. General Manager (P&A)
IFFCO, Paradeep Unit

Sub: Reimbursement of cost of one pair of shoes/ sandals and two pairs of socks for the block period 01.07.2015 to 31.12.2015

Dear Sir,

Reference your circular No: PDP/ Welfare/Shoes /2015 dated 18.08.2015 on the above subject.

I have purchased one pair of shoes / sandals and / two pairs of socks as detailed below:

| S.No. | Description | Name of dealers/ shop | Cash Memo/ Receipt No.& date | Amount |
|-------|---|-----------------------|------------------------------|--------|
| 1 | One pair of shoes/ sandals Make: Colour Size | | | |
| 2 | Two pairs of socks | | | |
| Total | | | | |

The cash memos / receipts are enclosed herewith.

It is requested that the cost of one pair of shoes / sandals and / two pairs of socks purchased by me as mentioned above for the block period 01.07.2015 to 31.12.2015 may kind be reimbursement at the earliest.

Thanking you,

Yours faithfully,

Signature :

Name of employee :

Designation :

Pers. No. :

Section /Dept. :

IOB S.B A/c NO :