

"CIRCULAR"

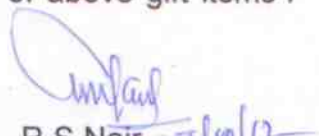
Sub: Award of Special Gifts / Sweets

The Management is pleased to grant 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 31.10.2012.
2. ₹1000/- (Rupees One Thousand Only) towards award in recognition of Cordial Industrial Relations during the year 2011-12 for all permanent employees, deputationist and IFFCO Trainees, who will be on the rolls of IFFCO as on 31.10.2012.
3. ₹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.

All concerned 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 herewith.

All concerned employees are requested to submit their claims in the prescribed format duly supported with cash memo to the Administration Section latest by 05.11.2012 for reimbursement of cost of above gift items / sweets.


R S Nair 27/10/12
Dy. General Manager (HR)

Distribution :

SGM (M)/GMs / JGMs /
All Sectional Heads /
President / General Secretary, IEU / IOA
AM (Cord) to Sr.GM
Notice Boards