

C I R C U L A R

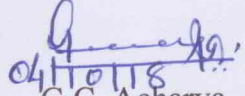
IFFCO/Pdp/HR/2018

04th October, 2018

Sub : Rain suit for the block period 01.06.2018 to 31.05.2021

It has been decided to reimburse the cost of Rain Suit for the above cited block period to all regular eligible employees, IFFCO Trainees. The reimbursement will be restricted to Rs.950/- (Rupees Nine Hundred and Fifty only) for procurement of one set of Rain Suit / Protector of duck back Wonder brand inclusive of all tax or the actual cost of Rain Suit, whichever is less.

Therefore, all eligible employees / IFFCO Trainees are requested to kindly submit claim along with cash memo to the Welfare Section (Near: Time Office) latest by 10th Oct. 2018 on the enclosed prescribed format.


04/10/18
G.C. Acharya
DGM (HR)

Distribution:

SGM
GM/JGMs/HODs / SHs
President & Secretary, IOA
President & Secretary, IEU

Sub : Request for reimbursement of Rain Suit for block period 01.06.2018 to 31.05.2021

I have purchased one set of Rain Suit / Protector of Duck back Wonder brand at a cost of Rs. _____ (Rupees _____) for the above block period. Accordingly, Cash Memo No. _____, dtd. _____ for Rs. _____ is attached herewith for reimbursement to me.

Signature : _____

Name : _____

P.No. _____

Dept / Section : _____

SB A/c. No. _____