

No.:PDP/P&A/Gift/2014

September 16, 2014

"CIRCULAR"

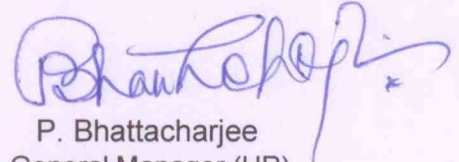
Sub: Award of Diwali / Special Gifts / Sweets

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, deputationists, full time Advisors/Consultants and IFFCO Trainees, who will be on the rolls of IFFCO as on 30.09.2014.
2. ₹700/- (Rupees Seven Hundred Only) towards distribution of sweets / dry fruits on the occasion of Diwali for all permanent employees, deputationists, Trainees, Apprentices and full time Advisors/Consultants, who will be on the rolls of IFFCO as on 30.09.2014.
3. ₹1,000/- (Rupees One Thousand Only) towards award in recognition of Cordial Industrial Relations during the year 2013-14 for all permanent employees, deputationist and IFFCO Trainees, who will be on the rolls of IFFCO as on 30.09.2014.

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 30.09.2014 for reimbursement of cost of above gift items / sweets.



P. Bhattacharjee
Jt. General Manager (HR)

Distribution :

GMs / JGMs /DGMs
All Sectional Heads
President / General Secretary, IEU / IOA
Coord Officer to ED
Notice Boards

Date: _____

Jt. General Manager (HR)
IFFCO, PARADEEP

Through proper channel

Sub: Reimbursement of cost of special gifts / sweets

Dear Sir,

In reference to your circular No.: PDP/P&A/Gift/2014 dated 16.09.2014 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. : _____