

**INDIAN FARMERS FERTILISER COOPERATIVE LIMITED**

PARADEEP UNIT

No: PDP/ Welfare/Shoes /2016

August 02, 2016

**"CIRCULAR"****Sub- Reimbursement of cost of one pair of shoes /sandals and two pairs of socks for the Block period 01.07.2016 to 31.12.2016**

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 01.07.2016 to 31.12.2016.

All permanent employees & Trainees, who are working in Production/ Maintenance/ Offsite & Utilities/ Technical Services/ Port Operation & Product Handling, Stores, Transportation and entitled to safety shoes, will be eligible for reimbursement of the cost of two pair of socks for the block period 01.07.2016 to 31.12.2016.

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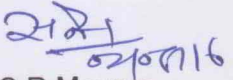
The reimbursement of cost of one pair of shoes / sandals and two pairs of socks shall be limited to upper price ceiling as mentioned above or actual cost of the same, whichever is less.

Employees/ Trainees on the rolls as on 01.07.2016 and those who joined between 01.07.2016 & 30.10.2016 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 1/3<sup>rd</sup> of the block period.
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 attached herewith, duly supported with cash memo to the welfare section near Time Office by 10.08.2016 for reimbursement.

  
S R Maurya

Dy General Manager (P&A)

**Distribution:**

GM/JGMs/ DGMs/SHs  
AM (Coord.) to Unit Head  
Notice Boards  
IEU/IOA, Paradeep Unit



Date: \_\_\_\_\_

Wholly owned by Cooperatives

Dy 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 01.07.2016 to 31.07.2016**

Dear Sir,

Reference your circular No: PDP/ Welfare/Shoes /2016 dated 13.07.2016 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 01.07.2016 to 31.12.2016 may kind be reimbursement at the earliest.

Thanking you,

Yours faithfully,

Signature : .....

Name of employee : .....

Designation : .....

Pers.NO -----

Section /Deptt -----

IOB S.BA/c NO -----