

IFFCO, PARADIP
CIRCULAR

IFFCO/Pdp/HR-2018-19

17th Oct. 2018

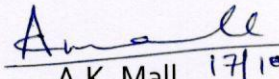
Sub : Award of Diwali Special Gifts & Dry fruits / Sweets.

The Management is pleased to grant awards and special gifts towards Diwali, 2018 as mentioned below:-

1. Rs.2800/- (Rupees Two thousand eight hundred only) towards award of Special Gift on the occasion of Diwali to all permanent employees, deputationists, full time Advisors / Consultants, IFFCO Trainees and employees deputed to JVs / Subsidiaries, who will be on the roll of IFFCO as on 31st Oct. 2018.
2. Rs.700/- (Rupees Seven hundred only) towards distribution of sweets / dry fruits on the occasion of Diwali to all permanent employees, deputationists, trainees, Apprentices, full time Advisors / Consultants and employees deputed to JVs / Subsidiaries who will be on the roll of IFFCO as on 31st Oct. 2018.

All permanent employees, deputationists, IFFCO trainees, Act Apprentices and full time Advisors / Consultants and employees deputed to JVs / Subsidiaries 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 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 to Welfare Section latest by 22nd October, 2018 positively, for reimbursement of cost of above gift items / sweets.


A.K. Mall 17/10/2018
Dy. GM (P&A)

Distribution:

Sr. GM

GMs / JGMs / DGMs / Sec-heads

President / G.S. of IEU / IOA

AM (Coord) to Unit Head

Notice Boards.

Date: _____

DGM (P&A)
IFFCO, Paradip

Through: Proper Channel

Dear Sir,

With reference to you Circular _____, dt. _____ on
the above subject, I have purchased gift items / sweets as detailed below:

Sl.#	Name of Shop	Cash Memo / Receipt No. & dt.	Amount (Rs.)

The Cash memo / receipts are enclosed herewith.

It is requested to reimburse the above amount in accordance with above Circular.

Yours sincerely,

Name of employee & Signature _____

P.No. _____

Designation _____

Section / Deptt: _____

IOB SB A/c.No. _____