

No.:PDP/HR/Gift/2017

September 19, 2017

"CIRCULAR"

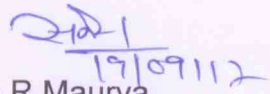
Sub: Award of Diwali / Special Gifts / Sweets

The Management is pleased to grant Awards and Special Gifts as mentioned below:

1. Rs. 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 , IFFCO Trainees and employees deputed to JVs/Subsidiaries who will be on the rolls of IFFCO as on 30.09.2017.
2. Rs 700/- (Rupees Seven Hundred Only) towards distribution of sweets / dry fruits on the occasion of Diwali for all permanent employees/Trainees/Apprentices/Deputationists/Employees deputed to JVs/Subsidiaries and all full time Consultants / Advisors who will be on the rolls of IFFCO as on 30.09.2017.
3. Rs 1,000/- (Rupees One Thousand Only) towards award in recognition of Cordial Industrial Relations during the year 2016-17 for all permanent employees, deputationists, ex-employees re-engaged on full time as Consultants/Advisors, IFFCO Trainees and Employees deputed to JVs/Subsidiaries, who will be on the rolls of IFFCO as on 30.09.2017.

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 **bills from GST registered vendor** 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 bills from GST registered vendor to the Welfare Section latest by 15.10.2017 for reimbursement of cost of above gift items / sweets.


S R Maurya
Dy. General Manager (P&A)

Distribution :
GMs / JGMs /DGMs
All Sectional Heads
President / General Secretary, IEU / IOA
AM (Coord.) to SGM
Notice Boards

Date: _____ Paradeep Unit

Dy. General Manager (P&A)
IFFCO, PARADEEP

Through proper channel

Sub: Reimbursement of cost of special gifts / sweets

Dear Sir,

In reference to your circular No.: PDP/HR/Gift/2017 dated 19.09.2017 on the above subject, I have purchased gift items / sweets as detailed below:

S.No	Name of shops	GST Reg.No	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. : _____