

(Human Resource Department)  
Paradeep Unit



No.:PDP/HR/Gift/2021

October 23, 2021

"CIRCULAR"

**Sub: Award of Diwali / Special Gifts / Sweets**

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

1. Rs. 3,500/- (Rupees Three Thousand Five Hundred Only) towards Award of Special Gift on the occasion of Diwali to all permanent employees, IFFCO Trainees, employees deputed to JVs/Subsidiaries in India, Ex-employees re-engaged on Full time contract who will be on the rolls of IFFCO/ engaged on contract as on 31.10.2021.
2. Rs 700/- (Rupees Seven Hundred Only) towards distribution of sweets / dry fruits on the occasion of Diwali to all permanent employees/Trainees/Apprentices/ Employees deputed to JVs/Subsidiaries in India, Ex- Employees re-engaged on contract and all Full time/ Part Time Consultants who will be on the rolls of IFFCO / engaged on contract as on 31.10.2021.

All permanent employees, deputationists, 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 bills to the Welfare Section latest by 02.11.2021 for reimbursement of cost of above gift items / sweets.

*Abhay Kumar Mall*  
23/10/21  
Abhay Kumar Mall  
Jt. General Manager (P&A)

Distribution :

Sr.Executive Director – for kind information  
SGM (F&A)/GMs/ JGMs /DGMs  
All Sectional Heads  
President / General Secretary, IEU / IOA  
Notice Boards





पूर्णतः सहकारी स्वामित्व  
Wholly owned by Cooperatives  
Paradeep Unit

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

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

Through proper channel

Dear Sir,

In reference to your circular No.: PDP/HR/Gift/2021 dated 23.10.2021, 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. : \_\_\_\_\_