Dated: \_\_\_\_\_\_\_\_\_\_\_\_

Dy General Manager (P&A)

IFFCO

Paradip

Sub : Reimbursement of Shoes for the block period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

Reference your Circular No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dt. \_\_\_\_\_\_\_\_\_\_ on the above subject.

I have purchased the shoes and socks as detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Name of Shop(s) | Cash Memo / Receipt No. and Dated | Amount in Rs. |
|  |  |  |  |

The Cash Memo / receipt are enclosed herewith.

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

Yours sincerely,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section / Deptt. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IOB / SB Account No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_