

Indian Farmers Fertiliser Cooperative Limited

Paradeep Unit
(P&A Department)



No: PDP/ Admn/Livery /2013

September 26, 2013

C I R C U L A R

Sub- Reimbursement of winter clothing subsidy for the Block period 01.09.2013 to 31.08.2016

All permanent employees / IFFCO trainees are eligible to get reimbursement of winter clothing subsidy, as detailed below, for the block period 01.09.2013 to 31.08.2016.

<u>S.NO</u>	<u>Description of item</u>	<u>Amount of subsidy</u>
1.	Woolen Clothing Subsidy OR Woolen Suit subsidy (including stitching charges)	Rs.5,500/- OR Rs 4,500/-
2	Woolen Pullover / Cardigan	Rs 1,000/-

All permanent employees/ IFFCO trainees on the roll of IFFCO as on 01.09.2013 or joining during 1st year of the block period and on the roll of IFFCO at the time of actual reimbursement are eligible to get reimbursement of full amount. The employees/IFFCO trainees joining during 2nd year of the block period will be reimbursed only 2/3rd amount and those who are joining during 3rd year of the block period will be reimbursed only 1/3rd amount.

If an employees/ IFFCO Trainee remained absent or on leave without pay for more than 1/3rd during previous block period, the amount reimbursable to him/ her towards winter clothing subsidy for the current block will be reduced in the same manner as applicable on new joining.

The following categories of persons will not be eligible for above subsidy:

- 1) Act Apprentices,
- 2) Persons engaged on contract basis,
- 3) Employees who are under suspension and
- (4) Employees who have resigned from IFFCO, whether relieved or not.

All eligible employees / IFFCO trainees may buy winter clothing for woolen suit and woolen pullover / cardigan and submit their claim in the prescribed format duly supported with cash memo / receipt from shops to Welfare Section latest by 11th October, 2013. If readymade woolen suit is purchased, separate receipt for stitching charges will not be required. The reimbursement of amount towards winter clothing subsidy will be limited to upper ceiling as mentioned above or actual cost thereof, whichever is less.


P. Bhattacharjee
JGM (HR)

Distribution:

GMs / JGMs /HODs / SHs
AM (Cord.) to ED
Notice Board.

To

Dtd. _____

Jt.GM (HR)
IFFCO, Paradip

Sub : Reimbursement of winter clothing subsidy for the
Block period 01.09.2013 to 31.08.2016

With reference to your circular PDP/Admn/Livery/2013, dt.26 Sept. 2013, I have purchased winter clothing as detailed below:

S.No.	Description	Name of dealers/ shop	Cash Memo/ Receipt No.& date	Amount
1	Clothing for Woolen Suit with stitching charges OR Readymade Woolen Suit			
2	Woolen Pullover / Cardigan			
Total				

The cash memos / receipts are enclosed herewith.

It is requested that subsidy towards winter clothing purchased by me as mentioned above may kindly be reimbursed at the earliest.

Thanking you,

Yours faithfully,

Signature :

Name of employee :

Designation :

Pers.NO :

Section /Dept :

IOB S.BA/c NO :