

(Human Resource Department)
Paradeep Unit

No.:PDP/HR/Gift/2020

October 29, 2020

"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 in India, Ex-employees re-engaged on Full time contract who will be on the rolls of IFFCO/ on contract as on 31.10.2020.
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 in India and all Full time/ Part Time Consultants who will be on the rolls of IFFCO / engaged on contract as on 31.10.2020.

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 03.11.2020 for reimbursement of cost of above gift items / sweets.

Amall
29/10/20

Abhay Kumar Mall
Jt. General Manager (P&A)

Distribution :

Executive Director – for kind information
SGM (F&A)/GM (M&U) / 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/2020 dated 29.10.2020, 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. : _____