

Date _____

Dy. General Manager (HR)
IFFCO, PARADEEP

Through proper channel

Sub: Reimbursement of cost of special gifts / sweets

Dear Sir,

Reference your circular No.: PDP/P&A/Gift/2011 dated 30.09.2011 on the above subject.

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. : _____