

**C I R C U L A R**

**Subject: Reimbursement of cost of three pairs of summer uniform clothing & stitching charges for the block period 01.01.2013 to 31.12.2013**

All permanent employees and IFFCO Trainees are eligible for three pairs of Summer Uniform for the block period 01.01.2013 to 31.12.2013 as per guidelines.

It has been decided that all permanent employees and IFFCO Trainees may buy three pairs of summer uniform clothing from the market as per below mentioned scale of uniform cloth and upper price ceiling prescribed under guidelines on issuance of liveries items and may prefer their claims for reimbursement:

**FOR MALE EMPLOYEES:**

1. All male employees & IFFCO Trainees will have to buy minimum 6.75 meters of shirting cloth for three shirts and 3.90 meters of suiting cloth for three pants towards three pairs of Summer Uniform.
2. The shade of the cloth for shirting and suiting should be similar / matching to the uniform issued for the last block period.
3. Employees should get their uniform stitched immediately after purchase of clothes.
4. The reimbursement of the cost of clothes for three pairs of Summer Uniform as per scale of cloth mentioned above and stitching charges thereof will be limited to Rs. 2430/- and Rs.1140/- respectively or actual cost thereof whichever is less.

**FOR FEMALE EMPLOYEES:**

1. All female employees will have to buy three sarees each of minimum 5.5 meters and 2.70 meters of cloth for three blouses towards three pairs of Summer Uniform.
2. The shade of the cloth for sarees and blouse should be similar / matching to the uniform purchased for the last block period.
3. All female employees should get their blouse stitched immediately after purchase of cloth for blouse and sarees.
4. The reimbursement of the cost of three sarees as per scale mentioned above are stitching charges for three blouse will be limited to Rs.3270/- and Rs.300/- respectively or actual cost thereof whichever is less.

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The entitlement of summer uniform for the block period 01.01.2013 to 31.12.2013 will be as under:


1. Employees / IFFCO Trainees, who were on the roll of IFFCO as on 01.01.2013 or joining between 01.01.2013 & 30.04.2013, are eligible for reimbursement of the cost of three pairs of summer uniform clothing and stitching charges thereof.
2. Employees those who will be joining IFFCO between 01.05.2013 & 31.08.2013 will be eligible for reimbursement of cost of two pairs of Summer Uniform clothing and stitching charges thereof.
3. Employees those who will be joining IFFCO between 01.09.2013 & 31.12.2013 will be eligible for reimbursement of cost of one pair of Summer Uniform clothing and stitching charges thereof.

Employees / IFFCO Trainees should be on the rolls of IFFCO at the time of actual issue / reimbursement of the cost of Summer Uniform.

The following categories of persons will **not be eligible** for Summer Uniform.

1. Employees / IFFCO Trainees, who has been absent or on leave without pay (inclusive of intervening, prefixing, & suffixing holidays) for 1/3<sup>rd</sup> of the number of days of his employment during last block period i.e. between 01.01.2012 & 31.12.2012.
2. Act Apprentices
3. Consultants/Advisors/Retainers.
4. Employees, who are under suspension.
5. Employees, who have resigned from IFFCO, whether relieved or not.

In this connection, all eligible employees may submit their claim for reimbursement of cost of cloth for Summer Uniform purchased and stitching charges thereof in the prescribed format to the Welfare Office latest by 20.01.2013.

  
R S Nair 8/1/13  
Dy General Manager (HR)

Distribution: SGM/GM/All JGMs/  
All HODs/SHs,/  
PA to SGM  
Notice Board

**FOR MALE EMPLOYEES**

The Dy General Manager (HR)  
IFFCO, PARADEEP

Date:.....

**Sub: Reimbursement of the cost of three pairs of Summer Uniform clothing and stitching charges for the block period 01.01.2013 to 31.12.2013**

Dear Sir,

Reference your circular No: PDP/Admn/Livery/2013 on the above subject. have purchased cloth for Summer Uniform for the block period 01.01.2013 to 31.12.2013 as detailed below:

S.No	Description of cloth purchased	Name of dealers / shops	Cash memo/receipt no. & date	Amount
1	Shirting cloth 6.75 meters			
2	Suiting cloth 3.90 meters			
3	Stitching charges for 03 shirts & 03 pants			
Total				

The cash memos/receipts are enclosed herewith in original.

It is request that the reimbursement may kindly be made towards the cost of cloth purchased by me for shirting & suiting for Summer Uniform and stitching charges thereof as mentioned above for the block period 01.01.2013 to 31.12.2013.

Thanking you,

Yours faithfully,

Signature : .....  
 Name of employee : .....  
 Designation : .....  
 Pers.No : .....  
 Section/Deptt : .....  
 I OB S.BA/c NO : .....

**FOR FEMALE EMPLOYEES**

The Dy General Manager (HR)  
IFFCO, PARADEEP

Date:.....

**Sub: Reimbursement of the cost of three pairs of Summer Uniform clothing and stitching charges for the block period 01.01.2013 to 31.12.2013**

Dear Sir,

Reference your circular No: PDP/Admn/Livery/2013 on the above subject. have purchased cloth for Summer Uniform for the block period 01.01.2013 to 31.12.2013 as detailed below:

S.No	Description of cloth purchased	Name of dealers / shops	Cash memo/receipt no. & date	Amount
1	Sarees – 03 Nos each of 5.50 meters			
2	Cloth for blouse -2.70 meters			
3	Stitching charges for 03 nos of blouse			
Total				

The cash memos/receipts are enclosed herewith in original.

It is request that the reimbursement may kindly be made towards the cost of 03 Sarees and cloth for 03 blouse for Summer Uniform and stitching charges thereof as mentioned above for the block period 01.01.2013 to 31.12.2013.

Thanking you,

Yours faithfully,

Signature : .....

Name of employee : .....

Designation : .....

Pers.No : .....

Section/Deptt : .....

IOB S.BA/c NO : .....