

- process. It will be the responsibility of the employees to maintain with them the invoices and vouchers as proof of expenditure.
- c. Allowances mentioned at Sr. No 3 to 6 above shall be paid on monthly basis through pay slip.
  - d. LTA Encashment mentioned at Sr. no. 7 will be paid annually on submission of claim as per the existing rules and policy of IFFCO.

There will be no change in the compensation structure of Key Officials in Grade C1 and above.

All other terms and conditions of the said circulars shall remain unchanged.



21.5.2020

(R P SINGH)  
Director (HR & Legal)

Distribution:

1. Jt. MD
2. Dir(S&JV)/Dir (Tech)/MKD/Dir (CRS)/Dir (CD&T)
3. All Sr EDs/EDs
4. All SGMs/GMs/CVO
5. HODs of P&A and F&A of all Units/Div.
6. All SMMs
7. All Concerned

CC: General Secretaries of Recognized Employee's Union/Officer's Association of all Units/Div.

CC: JGM – MDs Office, HO