

(P&A Department)



No: PDP/ Welfare/Shoes /2013

October 28, 2013

“CIRCULAR”

Sub- Reimbursement of cost of one pair of shoes /sandals and two pairs of socks for the Block period 01.07.2013 to 31.12.2013

All permanent employees / Trainees who are working in non-technical departments (viz. P&A, F&A, Purchase Deptts.) and employees of clerical category working in other departments, will be reimbursed the cost of one pair of shoes/sandals and two pairs of socks for the block period 01.07.2013 to 31.12.2013.

All permanent employees & Trainees, who are working in Production/ Maintenance/ Offsite & Utilities/ Technical Services/ Port Operation & Product Handling, Stores, Transportation and entitled to safety shoes, will be eligible for reimbursement of the cost of two pair of socks for the block period 01.07.2013 to 31.12.2013.

Employees / Trainees concerned may buy one pair of shoes/sandal /two pairs of socks, as the case may be, from the authorized dealers /shop and submit their claim in the prescribed format attached herewith for reimbursement duly supported with cash memo. The brand, colour and upper price ceiling of shoes/sandals and socks are as under:

FOR EMPLOYEES WORKING IN P&A, F&A, PURCHASE & CLERICAL CATEGORY WORKING IN OTHER DEPARTMENTS

A. MALE EMPLOYEES

| S.No. | Item | Make/Colour | Upper price ceiling |
|-------|-------------------|--------------------------------------|-----------------------|
| 1 | One Pair of Shoes | Bata or Liberty make in black colour | Rs.1100/- per pair |
| 2 | Two pair of Socks | Preferably cotton socks | Rs. 140/- for 2 pairs |

B. FEMALE EMPLOYEES

| S.No. | Item | Make/Colour | Upper price ceiling |
|-------|---------------------|--------------------------------------|-----------------------|
| 1 | One Pair of Sandals | Bata or Liberty make in black colour | Rs.1100/- per pair |
| 2 | Two pair of Socks | Preferably cotton socks | Rs. 140/- for 2 pairs |

FOR EMPLOYEES ENTITLED TO SAFETY SHOES

| S.No. | Item | Make/Colour | Upper price ceiling |
|-------|--------------------|-------------------------|-----------------------|
| 1 | Two pairs of socks | Preferably cotton socks | Rs. 140/- for 2 pairs |

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The reimbursement of cost of one pair of shoes / sandals and two pairs of socks shall be limited to upper price ceiling as mentioned above or actual cost of the same, whichever is less.

Employees/ Trainees on the rolls as on 01.07.2013 and those who joined between 01.07.2013 & 31.10.2013 and on the rolls of IFFCO at the time of actual reimbursement, are entitled for reimbursement of cost of one pair of shoes / sandals & two pairs socks.

The following categories of persons will not be eligible for reimbursement of cost of one pair of shoes / sandals and two pairs of socks:

1. Employee / trainee, who are absent and / or on LWP for more than 1/3rd of the block period.
2. Apprentices under the act.
3. Employees who have resigned from IFFCO, whether relieved or not.

All employees / trainees should submit their claims in the prescribed format duly supported with cash memo to the welfare section/canteen by 31.10.2013 for reimbursement.



P. Bhattacharjee
Jt. General Manager (HR)

Distribution:

SGM (Maint)/GMs/JGMs/ DGMs/SHs

AM (Coord) to E.D

Notice Boards

IEU/IOA, Paradeep Unit

Date: _____



Jt. General Manager (HR)
IFFCO, Paradeep Unit

Sub: Reimbursement of cost of one pair of shoes/ sandals and two pairs of socks for the block period 01.07.2013 to 31.12.2013

Dear Sir,

Reference your circular No: PDP/ Welfare/Shoes /2013 dated 28.10.2013 on the above subject.

I have purchased one pair of shoes / sandals and / two pairs of socks as detailed below:

| S.No. | Description | Name of dealers/ shop | Cash Memo/ Receipt No.& date | Amount |
|-------|---|-----------------------|------------------------------|--------|
| 1 | One pair of shoes/ sandals Make: Colour Size | | | |
| 2 | Two pairs of socks | | | |
| Total | | | | |

The cash memos / receipts are enclosed herewith.

It is requested that the cost of one pair of shoes / sandals and / two pairs of socks purchased by me as mentioned above for the block period 01.07.2013 to 31.12.2013 may kind be reimbursement at the earliest.

Thanking you,

Yours faithfully,

Signature :

Name of employee :

Designation :

Pers.NO -----

Section /Deptt -----

IOB S.BA/c NO -----