

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

PARADEEP UNIT

No: PDP/ Welfare/Shoes/2014

February 04, 2014

"C I R C U L A R"

Sub- Reimbursement of cost of one pair of shoes /sandals and two pairs of socks for the Block period 01.01.2014 to 30.06.2014

All permanent employees / Trainees will be reimbursed the cost of one pair of shoes/sandals and two pairs of socks for the block period 01.01.2014 to 30.06.2014.

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:

(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

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.



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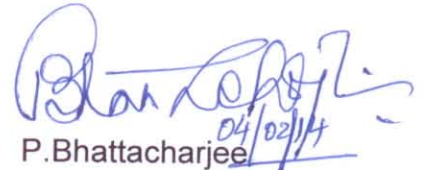
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Employees/ Trainees on the rolls as on 01.01.2014 and those who joined between 02.01.2014 & 30.04.2014 and on the rolls of IFFCO at the time of actual reimbursement, are entitled for reimbursement of cost of one pair of shoes / sandals & two pairs 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 11.02.2014 for reimbursement.



04/02/14

P. Bhattacharjee
Jt. General Manager (HR)

Distribution:

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 01.01.2014 to 30.06.2014

Dear Sir,

Reference your circular No: PDP/ Welfare/Shoes /2014 dated 04.02.2014 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 01.01.2014 to 30.06.2014 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 :