

**Human Resource Department
Head Office**

From: Jt. G.M(HR&IR) Head Office	To: Marketing Director Sr.E.D. – Phulpur SGM – Paradeep , Aonla, Kandla, SGM – (Security & Admn.),HO GM - Kalol
Ref: No. HO/Pers/IR/Gift/1	14 th September, 2017

Sub: Special gift on the occasion of Diwali.

The Management is pleased to grant special Diwali gift costing not more than Rs.2,800/- (Rupees two thousand eight hundred only) on the occasion of Diwali to all Permanent employees, Deputationists, all full time Consultants/Advisors, IFFCO Trainees and Employees deputed to JVs/Subsidiaries, who will be on the rolls of IFFCO as on 30th September, 2017.

Employees, who have maintained their lien in IFFCO and are serving with other organizations, whether in India or abroad, will not be entitled to the gift.

You are requested to procure suitable item for the employees working in your unit/division in consultation with your recognized Union and Officers Association and distribute the same on the occasion of Diwali.

This issues with the approval of Competent Authority.


(S C Gupta)

CC:

1. JMD
2. Dir.(Tech.)/Dir.(HR&L)/Dir.(Strategy&JV)/Dir.(ITServices)/Dir.(CD&ESP) / Dir.(CSR)
3. All Sr. GMs/GMs/CVO
4. All HOD of P&A and F&A of all Units/Division
5. Sr. Manager(Admn.), HO
6. President/General Secy. of all recognized Unions/Officers Associations

CC: JGM – MD's office

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Sub: Distribution of Sweets / Dry Fruits on the occasion of Diwali.

The Management is pleased to approve distribution of Sweets/Dry Fruits to all the Permanent employees/Trainees/Apprentices/Deputationists/ Employees deputed to JVs/Subsidiaries and all full Time Consultants / Advisors, who will be on the rolls of IFFCO as on 30th September, 2017.

Employees, who have maintained their lien in IFFCO and are serving with other organizations, whether in India or abroad, will not be entitled for the same.

The expenditure on this account should not exceed Rs.700/- (Rupees seven hundred only) to each as mentioned above.

You are requested to distribute the same on the occasion of Diwali.

This issues with the approval of Competent Authority.


(S C Gupta)

CC:

1. JMD
2. Dir.(Tech.)/Dir.(HR&L)/Dir.(Strategy&JV)/Dir.(ITServices)/Dir.(CD&ESP)/
Dir.(CSR)
3. All Sr. GMs/GMs/CVO
4. All HOD of P&A and F&A of all Units/Division
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Sub: Cordial Industrial Relations Award

In recognition of Cordial Industrial Relations in IFFCO during the year 2016-2017, it has been decided to give an award of Rs.1,000/- (Rupees one thousand only) to all Permanent employees, Deputationists, Ex-employees re-engaged on full time as Consultants/Advisors, IFFCO Trainees and Employees deputed to JVs/Subsidiaries, who will be on the rolls of IFFCO as on 30th September, 2017.

Employees, who have maintained their lien in IFFCO and are serving with other organizations, whether in India or abroad, will not be entitled for the same.

This issues with the approval of Competent Authority.


(S C Gupta)

CC:

1. JMD
2. Dir.(Tech.)/Dir.(HR&L)/Dir.(Strategy&JV)/Dir.(ITServices)/Dir.(CD&ESP)/Dir.(CSR)
3. All Sr. GMs/GMs/CVO
4. All HOD of P&A and F&A of all Units/Division
5. Sr. Manager(Admn.), HO
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