

**IFFCO - KALOL**

(APPLICATION FORM FOR CLAIMING SERVICE AWARD OF Rs.12,500/- / 15,000/- ON COMPLETION OF 25 YRS. SERVICE).

To  
Jt.General Manager (P & A)

**Through proper channel**

1. Name ..... 2. Designation ..... 3. P.No. ....

4. Dt. of joining in IFFCO ..... 5. Dt. of completion of 25 years service .....

6. Whether Service award of Rs.2,500/- already availed : Yes/No.

I certify that I and my spouse (name) ..... have performed air travel as per details given below and incurred a total amount of Rs. ...., as per details given below. The to and fro Air Travel boarding passes, bills of lodging/boarding and local transportation are enclosed herewith in support of my claim. I, therefore, request you to kindly reimburse an amount of Rs.12,500/15,000/- as per my entitlement.

Dae of Journey	From Station	To Station	No. of air tkts.	Cost of air ticketsRs.	Lodging charges Rs.	Boarding & local tptn. charges. Rs	Remarks
(Outward)							
(Inward)							
Total Rs.							

Date : .....

Signature .....

Name of employee .....

Deptt. ....

- Note: (a) The award amount of Rs.15,000/- should consist of cost of air tickets for self and spouse and boarding/lodging and local transportation charges.  
(b) The eligible employee may travel by air to any destination with spouse.  
(c) Minimum 60% of the award i.e. Rs.9,000/- has to be on air ticket charges and rest on lodging/boarding and local transportation for self and spouse.  
(d) The employees who have already received Service Award of Rs.2,500/- on completion of 25 years service will also be eligible for reimbursement but limited to Rs.12,500/- only consisting of minimum of Rs.9,000/- on air tickets and rest on lodging/boarding and local transportation for self and spouse.  
(e) In the event of the spouse not surviving, the employee alone can undertake the travel but would be eligible for half the amount.

**(Time Office / IR Use)**

Mr./Ms ..... P.No..... Designation ..... was on EL/CL from ..... to ..... As per Office records, he/she has completed 25 years uninterrupted service with IFFCO on ..... Disciplinary / IR Clearance is also accorded.

Date .....

Officer/SODM(TO) / SO/AMM(IR)

Verified the application submitted by Mr/Ms ..... and found the same in order. As per Office records he/she has completed 25 years uninterrupted service with IFFCO on ..... Approval may kindly be accorded for reimbursement of Rs..... to him towards service award, in accordance with Circular No. 1555 dated 12.10.2007 of Director (HRD).

Date ..... AM(Pers) / Mgr.(Pers)

DGM(P&A)

JGM (P & A)

**For Use in F&A Deptt.**

**Jt. GM(F&A)**

An amount of Rs..... is reimbursed to Mr/Ms ..... towards his claim of 25 years service award.

Date .....

Prepared by  
Officer/SO/AM (A/cs.)

Checked by  
DM/Mgr (A/cs.)

Passed by  
Sr.Mgr(Accts)