

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA

F.No.35(8)5/2010-Stores

Date: 08.05.2013

CIRCULAR

As per provision available in the "Liveries Rules", the following categories of Staff of this Institute are eligible for the reimbursement of the cost of Chappal/Shoe as detailed against each(Annual Issue 2013)

Category	Item	Amount(admissible for reimbursement)
Drivers	Welled chappal	103.00
Watchmen	Shoe	120.00
Skilled Support Staff (Male)	Chappal	100.00
Skilled Support Staff(Female)	Chappal	93.00

The eligible staff members may purchase the above items from any shop of their choice. The materials purchased may be produced before their Controlling Officer for an endorsement as "***The articles mentioned herein have been verified***" on the reverse side of the Original Cash Bill(other bills will not be entertained) before submitting the reimbursement claim to the Office. The reimbursement may be claimed during working hours between 2.30 PM – 4.30 PM from 15.05.2013 to 20.05.2013.

It may be noted that those staff members who have not completed 3 months of service or who are due to retire within 3 months are not entitled to this facility.

Asst. Administrative Officer (Stores)
For Director

Copy to:

1. The Finance & Accounts Officer, CPCRI, Kasaragod.
2. All Division/Sections, CPCRI, Kasaragod.
3. The Officer i/c (Vehicles) -do-
4. The Farm Supdt. i/c, -do-
5. Notice Board (Office/Farm/General)
6. Guard file.