Corporate Accounts. IVth Floor, 80, Anna Salai, Chennai-600 202

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No.CA-I/Account Closure/Smart Card-rewards/2010-11/69

Dated 07.04.2011

To, **IFAs** All SSAs/CMTS Trichy

AO (cash), Circle Office **AOs** All Electrical / Civil Division TN Circle

Sub: Redemption of reward points accumulated on purchase of Fuel through FLEET CARD - reg.

The reward points accumulated at every point of purchase of fuel (Diesel/Petrol) through Fleet Card system from IOC/BPCL has to be redeemed for cash and it should be ensured that the amount so encashed is added to the Fleet Card and fuel is procured for the same.

The available facility of online redemption of reward points with IOC may be utilised. In the case of BPCL the reward request form may be downloaded from website and applied for redemption of points. The possibility of online redemption with BPCL may be explored.

For further details the following website address and helpline may be contacted:

For IOCL - <u>www.iocxtrapower.com----</u>> xtrapower fleet card

Helpline: 1800 425 5599

For BPCL – www.mysmartfleet.com----> rewards

Helpline: 1800-22-2725 OR 022-4042-2725

The accounting instructions in this regard will follow.

Periodical redemption of reward points for cash has to be monitored and the amount saved by redemption of reward points, be communicated for record.

> (G. Kamalasekar) Dy. General Manager(CA)

Copy to:

DGM(Fin), TN Circle, Chennai

CAO/IFA, O/o PCE(Civil) / O/o PCE(Elec), Chennai

CAO(Budget), Circle Office - may ensure the periodical redemption of reward points by SSAs/Units w.r.t. Lr. No.BGT/11-18/Exp Mgt/2009-10/9&17 dt. 15.12.2009&08.01.2010 respectively.