

Abul Khair Steel

TOP SHEET

TA/DA BILL MONTH : JUNE/21

Area : DHAKA - 1


SL NO	Name	Designation	Amount
01.	KARTICK CHANDRA DEY	Area Manager	35,229/-
02.	DULU SARKAR	Driver	3,570/-
03.	MOHAMMAD ZAKIR HOSSAIN CHOWDHURY	ME	7,300/-
04.	MD. SANOWAR HOSSAIN	ENGINEER	12,430/-
05.	MD. SHAMIM UDDIN KHAN	ME	8,685/-
06.	SOYASH KANTI BISWAS	ME	11,485/-
07.	MD. SOLAIMAN HOSSAIN	ME	8,710/-
08.	AYRIN PARVEN	SPO	4,940/-

## Abul Khair Steel Limited

D.T Road ,Pahartoli, Chittagong

Top Sheet Of T.A/D.A Bill

Name Of Employee	Kartick Chandra Dey	
Designation	Area Manager	
Work Place	Gazipur	
Month	June	
Year	2021	
Leave Days		
Leave Date		
Bill Descriptions		Remarks
T.A	0	
D.A	4400	
Hotel Bill	0	
Ferry/Toll Parking	50	
Photocopy Bill	200	
Stationary Bill/Gift	805	
Courier Bill	720	
Computer Compose/Print Bill	400	
Fuel Bill	16,554	
Servicing & maintenance Bill	6850	
Entertainment Bill	0	
Internet Bill	450	
Garage Bill	2000	
Mobil Filter, Air Filter, Mobil Bill	2800	
<b>Total</b>	<b>35,229</b>	
<b>Total Bill In Word</b>		<b>Thirty Five Thousand Two Hundred Twenty Nine Taka Only</b>

  
Kartick Chandra Dey  
Area Manager  
ABUL KHAIR STEEL  
Area Dhaka-1.

Prepared By

Checked by

AM/AI

Checked by

AMM/RM/RI

Checked by

MKT Accounts

Approved By

DGM Marketing

# Abul Khair Steel Ltd.

D.T.Road Pahartoli,Chittagong  
Top Sheet of T.A & D.A Bill

Name Of Employee	Dulu Sarkar
Designation	Driver
Work Place	Gazipore
Month	June
Year	2021
Leave Days	—
Leave Dates	—

Bill Description	Taka	Remark
T.A.	0	
D.A.	3570/-	
Hotel Bill	0	
Feri/Toll/Parking	0	
Photo Copy Bill/ Print	0	
Stationary Bill	0	
Couruer Bill	0	
Garage Bill	0	
Fual Bill	0	
Servicing & Maintains Bill	0	
Mobil Filter,Air Filter,Mobil Bill	0	
Entertainment Bill	0	
Others Bill	0	
Total	3570/-	
In Word	Three thousand five hundred Seventy TK	

5th 24/6/21  
99  
Kartick Chandra Dey  
Area Manager  
ABUL KHAIR STEEL  
Assistant Manager

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MKT Account

Approved By  
AGM Marketing

## Abul Khair Steel Limited

D.T Road ,Pahartoli, Chittagong

Top Sheet Of T.A/D.A Bill

Name Of Employee	Md. Zakir Hossain Chowdhury	
Designation	ME	
Work Place	Gazipur	
Month	June	
Year	2021	
Leave Days		
Leave Date		
Bill Descriptions		Remarks
T.A	0	
D.A	3150	
Hotel Bill	0	
Mobile Servicing	0	
Photocopy Bill	0	
Stationary Bill/Gift	0	
Courier Bill	0	
Computer Compose/Fax/E-Mail	150	
Fuel Bill	2400	
Maintains Bill	1000	
Entertainment Bill	0	
Computer Accessories/Printer	0	
Garage/Parking Bill	600	
Ferry/Toll	0	
<b>Total</b>	<b>7300</b>	
Total Bill In Word		Seven Thousand Three Hundred Taka Only

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AM/AI

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AMM/RM/RI

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MKT Accounts

Approved By

Manager Marketing

## Abul Khair Steel Limited

D.T Road ,Pahartoli, Chittagong

Top Sheet Of T.A/D.A Bill

Name Of Employee	Md. Sanowar Hossain	
Designation	TSE	
Work Place	Dhaka-1	
Month	June	
Year	2021	
Leave Days		
Leave Date		
Bill Descriptions		Remarks
T.A	0	
D.A	3800	
Hotel Bill	0	
Mobile Servicing	0	
Photocopy Bill	0	
Stationary Bill/Gift	3400	
Courier Bill	0	
Computer Compose/Fax/E-Mail	30	
Fuel Bill	3500	
Maintains Bill	1100	
Entertainment Bill	0	
Computer Accessories/Printer	0	
Garage/Parking Bill	600	
Ferry/Toll	0	
<b>Total</b>	<b>12430</b>	
Total Bill In Words	Twelve thousand four hundred thirty taka only.	



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AM/AI

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AMM/RM/RI

Checked by  
MKT Accounts

Approved By  
Sr. Manager

**Abul Khair Steel Limited**  
D.T Road , Pahartoll, Chittagong  
Top Sheet Of T.A/D.A Bill

Name Of Employee	Md. Shamim Uddin Khan	
Designation	M.E	
Work Place	Konabari	
Month	June	
Year	2021	
Leave Days		
Leave Date		
Bill Descriptions		Remarks
T.A		
D.A	3840	
Phone Bill		
Mobile Servicing		
Photocopy Bill		
Stationary Bill/Gift		
Courier Bill		
Computer Compose/Fax/E-Mail	110	
Fuel Bill	3115	
Maintains Bill include Mobil	1120	
Entertainment Bill		
Insurance		
Garage/Parking Bill	500	
Ferry/Toll		
Total	8685	
Total Bill In Ward		Eight Thousand Six Hundred Eighty Five Taka Only

বি. প্র. - উল্লেখযোগ্য পরিমাণ জালানী অবশিষ্ট নেই।



Prepared By

Forwordd By  
A.I , AKS  
Gazipur.

Checked By  
Regional Manager  
(Marketing)  
Dhaka metro

Checked By  
Accounts  
Marketing

Approved by  
Sr. Marketing  
Manager

**ABUL KHAIR STEEL LTD**  
D.T ROAD, PAHARTOLI, CHITTAGONG.  
TOP SHEET OF T.A / D.A BILL

Name	SOYASH KANTI BISWAS
Designation	EXECUTIVE MARKETING
Work Place	TONGI
Month	June
Year	2021
Leave Days	
Leave Date	

Bill Description	Amount	Remark
T.A	-	
D.A	3,920	
Hotel Bill	-	
Mobile Servicing	-	
Photocopy Bill	-	
Stationary Bill/Gift	-	
Courier Bill	130	
Computer Compose/Fax/email/ Bill	465	
Fuel Bill	3,700	
Maintenance Bill	2,670	
Entertainment Bill	-	
Computer Accessories, Printer	-	
Garage, Parking Bill	600	
Total	11,485	
Total Bill in Word	TAKA ELEVEN THOUSAND FOUR HUNDRED EIGHTY FIVE ONLY	

*S. Biswas*  
05.08.21

Prepared By

Checked By  
Area In- Charge

Checked By  
RM

Checked By  
MKT Accounts

Approved By  
DGM  
Marketing

**ABUL KHAIR STEEL MELTING LIMITED**  
**D.T ROAD, PAHARTOLI, CHITTAGONG**  
**TOP SHEET OF T.A / D.A BILL.**

<b>Name Of Employee</b>	<b>Md.Solaiman Hossain</b>	
Designation	<b>Marketing Executive</b>	
WORK PLACE	Mawna	
MONTH	June	
YEAR	2021	
LEAVE DAYS	06 Days	
LEAVE DATE	12 June To 17 June 2021	
<b>BILL DESCRIPTION</b>		<b>REMARKS</b>
TA		
DA	2900	
HOTEL BILL		
COURIER BILL	0	
PHOTO COPY BILL		
STATIONARY BILL	0	
Computer Compose	360	
Mail BILL		
FUEL BILL	2700	
GASS(C.N.G) BILL		
FERRY/TOLL/PARKING BILL	500	
MAINTAINS BILL / INCLUDING	1150	
ENTERTAINMENT BILL		
OTHERS BILL / Raincoat	1100	
<b>TOTAL BILL</b>	8710	
<b>Eight Thousand Seven Hundred Ten Taka Only.</b>		

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Forward By

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**Md.Solaiman Hossain**

Marketing Executive

ABUL KHAIR STEEL

Mawna Territory.



**ABUL KHAIR STEEL LTD**  
D.T ROAD, PAHARTOLI, CHITTAGONG.  
TOP SHEET OF T.A / D.A BILL

<b>Name</b>	<b>Ayrin Parven</b>
<b>Designation</b>	<b>Sales Promoted</b>
<b>Work Place</b>	<b>Tongi</b>
<b>Month</b>	<b>June</b>
<b>Year</b>	<b>2021</b>
<b>Leave Days</b>	<b>0</b>
<b>Leave Date</b>	<b>0</b>

<b>Bill Description</b>	<b>Amount</b>	<b>Remark</b>
<b>T.A</b>	1,320.00	
<b>D.A</b>	3,120	
<b>Hotel Bill</b>		
<b>Mobile Bill</b>	500.00	
<b>Photocopy Bill</b>		
<b>Stationary Bill/Gift</b>		
<b>Courier Bill</b>		
<b>Computer Compose/Fax/email/ Bill</b>		
<b>Fuel Bill</b>		
<b>Maintenance Bill</b>		
<b>Entertainment Bill</b>		
<b>Computer Accessories, Printer</b>		
<b>Garage, Parking Bill</b>		
<b>Total</b>	<b>4,940</b>	
<b>Total Bill in Word</b>	<b>Four Thousand Nine Hundred Fourty Only</b>	

  
Prepared By

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Area in- Charge

Checked By  
A MM

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MKT Accounts

Approved By  
Sr. Manager  
Marketing