



AK/HR/TA/02/01/2019 TRAVEL ALLOWANCE POLICY (WITHIN COUNTRY)  
Issued 02.01.2019  
Effective 01.01.2019  
Owner Human Resources Department  
Approved by Managing Director

#### Modes of Travel

- Traveling from one district to another district within Bangladesh will be considered as Domestic Business Travel. It will be from the Employees office location to the destination/s and return.
- The following are the entitlements for mode of transport used during official travel:

Grade	Employee Level	Mode
9-21	Deputy Manager to Above	Air Travel/ AC Bus (Business Class) / First Class Train/Steamer
7-8	Senior Executive to Assistant Manager	AC Bus/ AC Train/AC Steamer
4-6	Supervisor to Executive	Non-AC Bus/Train/Steamer (Shovon/ Economy)
1-3	Team Member-1 to Team Member-3	Non-AC Bus/Train/Steamer (Shovon/ Economy)

#### Booking

- All booking of air travel for business/training/Project/Client Visit purposes must be done through Administration.
- Employees are expected to book Bus/Train/Steamer tickets own self.

#### Approval

- All travels should be approved by the Managing Director.

#### Bill Submission

- Employees' has to submit the bill to the Audit Department within the day 3 of arriving. In case of failure to submit the bill within the time, it will be disbursed with the next month.
- In case of failure to submit the bill that incurred two months back, the bill will be treated as invalid bill and cannot be claimed.
- For any emergency purpose mode/category of travel may be different from that of what is prescribed herein. In such cases departmental head must give justified reason in writing before giving any approval.
- Any fraud or unfair means adopted in supporting the Bills/documents will be considered as misconduct, resulting in disciplinary measures and forfeiture of claims and disciplinary action.

#### Payments

- Company will provide all travel cost

Annex: Level of Designation





### LEVEL OF DESIGNATION

Grade	Position/Level	Equivalent
21	Chairman	
20	Managing Director	
19	Chief Executive Officer (CEO)	
18	Director/CFO	
17	Assistant Director	
16	Sr. General Manager	
15	General Manager	
14	Sr. Deputy General Manager	
13	Deputy General Manager	
12	Assistant General Manager	
11	Sr. Manager	Sr. Batching Plant Manager
10	Manager	QC/QA Technical Manager/Project Manager
9	Deputy Manager	Deputy Project Manager
8	Assistant Manager	Project Incharge/Assistant Project Manager/Project Coordinator
7	Sr. Executive	Quantity Surveyor/Plant Operator/Sr. Project Engineer/Electromechanical Engineer/Technical Engineer/Safety & Admin Incharge/Store Incharge
6	Executive	PA to Managing Director/Project Engineer/Assistant Engineer/Maintenance Engineer/Lab Engineer/Architect/Draftsman/Electrical Engineer/Shift Engineer/Assistant Plant Operator/Plumbing Engineer
5	Jr. Executive/Officer	Sub Assistant Engineer/Assistant Quantity Surveyor/Junior Electrical Engineer/Junior Technical Engineer/Site Engineer/Store Officer
4	Supervisor/Team Leader	Supervisor/Foreman
3	Team Member-3	Technician/Plumber/Mixer Truck Operator/Boom Pump Operator/Payload Operator/Sr. Electrician/Computer Operator/Store Keeper/Driver
2	Team Member-2	Electrician/Lift Operator/Welder/Assistant Store Keeper/Office Assistant
1	Team Member-1	Peon/Messenger/Cleaner/Security Guard/Cook/Mechanic Helper/Batching Plant Helper/Gardener/Assistant Plumber/Mixer Truck Helper/Lab Helper/Helper

**NB:** This Travel Allowance Policy will be applicable for all associates of AKSID Corporation Limited.

Best Regards,

Saud Anam  
Managing Director

