

Kazi Farms Limited

Kazi Farms

Office Circular

Ref: KFG/HR/2018/0093

Date: May 21, 2018

Subject: TA/DA Bill & Fuel Bill Claim for Official Tour by Senior Employees (who are availing personal car)

This is to inform the senior employees who are availing personal car and receiving cash benefit will be entitled to claim the actual fuel bill for official tour outside Dhaka City.

The tour information should be informed to the concerned supervisor by email before making the tour, and the email should be attached while submitting the fuel bill.

Fuel bill can be claimed twice in a month through the attached format.

Director  
Kazi Farms Group

CC:

Concerned employees

GM – HR

GM – Sales

Regional In-charges

Department – In-charges

Office copy

Corporate Centre:  
35, Dhanmondi Residential Area, Road No-02, Dhaka-1205, Bangladesh  
Phone: 880 2 9612290-93 | Fax: 880 2 9612185  
Email: [info@kazifarms.com](mailto:info@kazifarms.com)  
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Kazi Farms Limited

Office Circular

Ref: KFG/HR/2018/0093

Date: May 13, 2018

Subject: TA/DA Bill & Fuel Bill Claim for Official Tour by Senior Employees availing personal car

This is to inform all senior employees who have personal car and receive cash benefit that they will be entitled to claim the actual fuel bill for official tour.

Fuel bill can be claimed twice in a month as per the attached format.

Director  
Kazi Farms Group

CC:

Concerned employees

GM – HR

GM – Sales

Regional In-charges

Department – In-charges

Office copy

Fuel Bill Claim Form (Only for Tour)

Date Form: \_\_\_\_\_

Bill Submission Date: \_\_\_\_\_

Date To: \_\_\_\_\_

User's Name: \_\_\_\_\_

Designation: \_\_\_\_\_

ID No.: \_\_\_\_\_

Car/Microbus No.: \_\_\_\_\_

Fuel & Tour Details

Sl. No.	Date	Tour Location	Memo Number	Filing Station	Location	KM
Reading (CNG)	From	To	Difference	KM Reading (Octane)	From	To
	Difference	CNG (Tk)	Octane (Tk)	Toll, Parking & Maintenance		Remarks
1						
2						
...						
15						

Total: \_\_\_\_\_

Grand Total: \_\_\_\_\_

In Words: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Summary

Total KM Driven: \_\_\_\_\_

Fuel Cost: \_\_\_\_\_

Per KM Cost (Tk): \_\_\_\_\_

CNG: \_\_\_\_\_

Octane: \_\_\_\_\_

Transport Department's Signature: \_\_\_\_\_

Note: Fuel (CNG & Octane) defined with Kilometer must be confirmed by the user.