

Fwd: Re: Sysnova H/W Sales team TA /DA policy

1 of 1

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Subject: Fwd: Re: Sysnova H/W Sales team TA /DA policy

From: "A.K.M. Ainul Kamal/Sysnova PC Sales Manager" <ainul.kamal@sysnova.com>

Date: 08/02/2016 12:31 PM

To: al.masud@sysnova.com, sahab.uddin@sysnova.com, Lokman Hossain <lokman.hossen@sysnova.com>, habibur.rahman@sysnova.com, shuvo.zannat@sysnova.com, rashed.hossen@sysnova.com, "H. M. Reaz Mahmud" <reaz.mahmud@sysnova.com>, nahid.hossain@sysnova.com, Nur-A-Alom <nur.alom@sysnova.com>, polashkhan222@gmail.com
CC: mobin.uddin@kazifood.com, murad.hossain@kazifood.com, mostafizur.rahman@kazifood.com, anishur.rahman@kazifood.com, wazed.ali@kazifood.com, muazzamhossain@kazifood.com, ibrahim.molla@kazifood.com, imran.miah@kazifood.com, "Md.Faruk Miah" <faruk.miah@sysnova.com>, Zahid HRD <zahidur.rahman@kazifarms.com>, hr <hr@kazifarms.com>

Dear All

Please find our new TA/DA policy approved by director sir-

1. Sales Officers submit their tour plan weekly basis.
2. Sales Officers submit their TA/DA report weekly basis.
3. They can take advance against weekly TA/DA report from local depot. office.
4. H/O office will adjust their TA/DA bill with given advance amount after every 15 days.

Thanks

Ainul Kamal

Sysnova H/W

Forwarded Message

Subject: Re: Sysnova H/W Sales team TA /DA policy

Date: Tue, 2 Aug 2016 12:18:57 +0600

From: Zeeshan Hasan <zeeshan@kazifarms.com>

To: A.K.M. Ainul Kamal/Sysnova PC Sales Manager <ainul.kamal@sysnova.com>

CC: CFO Karim Sir <karim@kazifarms.com>, Nabil Sir HRD <nabil@kazifarms.com>, Md.Faruk Miah

<faruk.miah@sysnova.com>, GM Sales-KFI <mizanoor.rahman@kazifood.com>, reza <smreza@kazifarms.com>

OK.

ON AT 02 2016 11:56 TT, A.K.M. Ainul Kamal/Sysnova PC

Sales Manager wrote:

> Dear Sir

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> Please see the Sysnova H/W ASO TA/DA policy as per your instruction.

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> 1. Sales Officers submit their tour plan weekly basis.

>

> 2. Sales Officers submit their TA/DA report weekly basis.

>

> 3. They can take advance against weekly TA/DA report from local depot. > office.

> 4. H/O office will adjust their TA/DA bill with given advance amount > after every 15 days.

AAAAA

08/02/2016 12:37 PM