

Kazi Farms Group (Kazi Farms, KML, Sysnova, Hawk Eye Digital)
TA/DA Allowance
Effective from: 11 December, 2022
Ref: KFG/HR/202211810
Date: 11 December, 2022

Job Group	Personnel / Designation	Breakfast (Tk.)	Lunch (Tk.)	Dinner (Tk.)	Hotel Fare (Tk.)	DA – HQ (Tk.)	DA – Ex-HQ (Tk.)	TA	Mode of Transport (Outstation)	Mode of Transport (Workstation)
1	Worker / Peon / Security Guard / Equivalent	70	160	160	800	160	240	Actual	Normal Bus / Train – Economy Class / Launch (Non-AC Single Cabin)	Bus / Tempo / Rickshaw / Auto
2	Cook / Generator Operator / Electrician / Assistant Security Supervisor / Equivalent	70	160	160	800	160	240	Actual	Normal Bus / Train – Economy Class / Launch (Non-AC Single Cabin)	Bus / Tempo / Rickshaw / Auto
3	Assistant Store Keeper / Security Supervisor / Equivalent	70	160	160	800	160	240	Actual	Normal Bus / Train – Economy Class / Launch (Non-AC Single Cabin)	Bus / Tempo / Rickshaw / Auto
4	Trainee Officer / Equivalent	100	200	200	1000	200	300	Actual	Normal Bus / Train – Economy Class / Launch (Non-AC Single Cabin)	Bus / Tempo / Rickshaw / Auto
5	Officer / Sr. Officer / Equivalent	130	260	260	1200	260	390	Actual	AC Bus / Train (AC Chair) / Launch (Non-AC Single Cabin)	Bus / Tempo / CNG / Rickshaw / Auto / Uber Bike
6	Executive / Sr. Executive / Equivalent	150	300	300	1500	300	450	Actual	AC Bus / Train (AC Chair) / Launch (Non-AC Single Cabin)	Bus / Tempo / CNG / Rickshaw / Auto / Uber Bike
7	Assistant Manager / Deputy Manager / Equivalent	160	320	320	2000	320	480	Actual	AC Bus / Train 1st Class (AC) / Launch (AC Single Cabin)	Bus / Tempo / CNG / Rickshaw / Auto / Uber Bike
8	Manager / Sr. Manager / Equivalent	175	360	360	2500	360	540	Actual	AC Bus / Train 1st Class (AC) / Launch (AC 1st Class Cabin)	CNG / Cab Service / Uber Car
9	AGM / Equivalent	200	400	400	3000	400	600	Actual	AC Bus / Train 1st Class (AC) / Launch (AC 1st Class Cabin)	CNG / Cab Service / Uber Car / Microbus
10	DGM / Equivalent	230	450	450	3500	450	675	Actual	AC Bus / Train 1st Class (AC) / Launch (AC 1st Class Cabin)	Cab Service / Uber Car / Microbus
11	GM / CFO / CTO / CAO / Equivalent	270	550	550	4000	Nil	Nil	Actual	Air (Economy Class) / AC Bus / Train 1st Class (AC) / Launch (AC 1st Class Cabin)	Cab Service / Uber Car / Microbus
12	COO / CEO / ED / Director	Actual	Actual	Actual	Actual	Nil	Nil	Actual	Air (Business Class) / AC Bus / Train 1st Class (AC) / Launch (AC 1st Class Cabin)	Cab Service / Uber Car / Microbus

General Rules

Workstation: Place where employee is posted permanently/temporarily.

Outstation: Beyond workstation, with at least 1-night stay.

Transit: Journey day (workstation ↔ outstation).

Tour Approval: All travel must be pre-approved with Annexure-1 (authorization form).

Meals & Hotel Fare:

Meals arranged by company: entitlement only.

Hotel fare eligible if company accommodation unavailable.

50% claim if staying with relatives (must mention address & relationship).

Not applicable for own residence/upazilla.

Transport: Employee may use any mode but claim as per eligibility. Air travel requires ticket + boarding pass.

Expense Approval: Bills must be approved by Manager + attach approval copy.

Expense Submission:

Must include bills/vouchers (incl. VAT & service charges if shown).

If hotel bill missing → 50% reimbursement.

Online ticketing charges reimbursed if mentioned.

Vacation before/after tour → only direct official fares reimbursable.

Deadline: Submit tour bills within 15 days after completion.

Bottled Water: Up to Tk.100/day for outstation if clean water unavailable.

Tour Period: Max 30 days. Longer requires Board approval.

Lunch/Dinner: Eligible if working outstation during mealtime.

Additional Rates: 10% higher allowance for Dhaka, Chattogram, Sylhet (with proof).

Group Tours: Arrange microbus, reimbursement via most senior employee.

Evening Snacks: Tk.75/day if outstation fieldwork ≥ 4 hrs till 7:00 PM.

Room Sharing: Senior-most employee submits shared hotel bill.

Driver Refreshment: Tk.100 if duty till 8:00 PM; dinner instead if beyond 9:00 PM.

HQ/Ex-HQ (Sales Personnel): HQ = permanent workstation; Ex-HQ = >60 km.

DA in Workstation: Min 4 hrs fieldwork; purpose & result must be in DA bill.

Motorcycle Expense: Tk.5/km (company-provided or personal motorcycle).

Exceptions: Board of Directors may override this policy.