

Kazi Farms Group (Kazi Farms, KML, Sysnova, Hawk Eye Digital)

TA/DA Allowance

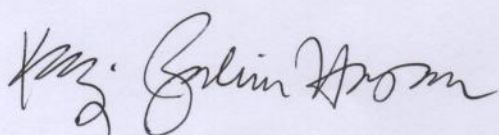
Effective from: 11 December, 2022

Ref: KFG/HR/2022/1810

Date: 11 December, 2022

Table – A:

Job Group	Personnel	Outstation				
		Breakfast	Lunch	Dinner	Hotel Fare	Mode of Transport
		Before 07:00 AM	12:00 PM – 03:00 PM	After 09:00 PM		
1	Worker/Peon/Security Guard/Equivalent	70	160	160	800	Normal Bus / Train-Economy Class / Launch-Non AC (Single Cabin)
2	Cook/Generator Operator/Electrician/ Assistant Security Supervisor/ Equivalent	70	160	160	800	Normal Bus / Train-Economy Class / Launch-Non AC (Single Cabin)
3	Assistant Store Keeper/Security Supervisor/Equivalent	70	160	160	800	Normal Bus / Train-Economy Class / Launch-Non AC (Single Cabin)
4	Trainee Officer/Equivalent	100	200	200	1000	Normal Bus / Train-Economy Class / Launch-Non AC (Single Cabin)
5	Officer/Sr. Officer/Equivalent	130	260	260	1200	AC Bus / Train (AC Chair) / Launch (Non-AC Single Cabin)
6	Executive/Senior Executive/Equivalent	150	300	300	1500	AC Bus / Train (AC Chair) / Launch (Non-AC Single Cabin)
7	Assistant Manager/Deputy Manager/Equivalent	160	320	320	2000	AC Bus / Train 1st Class (AC) / Launch (AC Single Cabin)
8	Manager/Sr Manager/Equivalent	175	360	360	2500	AC Bus / Train 1st Class (AC) / Launch (AC 1st class Cabin)
9	AGM/Equivalent	200	400	400	3000	AC Bus / Train 1st Class (AC) / Launch (AC 1st class Cabin)
10	DGM/Equivalent	230	450	450	3500	AC Bus/Train 1st Class (AC) /Launch (AC 1st class Cabin)
11	GM/CFO/CTO/CAO/ Equivalent	270	550	550	4000	Air (Economy Class) / AC Bus/Train 1st Class (AC) / Launch (AC 1st class Cabin)
12	COO/CEO/ED/Director	Actual	Actual	Actual	Actual	Air (Business Class) / AC Bus/Train 1st Class (AC) / Launch (AC 1st class Cabin)



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Table – B:

Job Group	Personnel	Workstation			
		DA (Sales Personal)		TA	Mode of Transport
		HQ	Ex-HQ		
1	Worker/Peon/Security Guard/Equivalent	160	240	Actual	Bus/Tempo/Rickshaw/Auto
2	Cook/Generator Operator/Electrician/ Assistant Security Supervisor/ Equivalent	160	240	Actual	Bus/Tempo/Rickshaw/Auto
3	Assistant Store Keeper/Security Supervisor/Equivalent	160	240	Actual	Bus/Tempo/Rickshaw/Auto
4	Trainee Officer/Equivalent	200	300	Actual	Bus/Tempo/Rickshaw/Auto
5	Officer/Sr. Officer/Equivalent	260	390	Actual	Bus/Tempo/CNG/Rickshaw/ Auto/Uber bike
6	Executive/Senior Executive/Equivalent	300	450	Actual	Bus/Tempo/CNG/Rickshaw/ Auto/Uber bike
7	Assistant Manager/Deputy Manager/Equivalent	320	480	Actual	Bus/Tempo/CNG/Rickshaw/ Auto/Uber bike
8	Manager/Sr Manager/Equivalent	360	540	Actual	CNG/Cab Service/Uber Car
9	AGM/Equivalent	400	600	Actual	CNG/Cab Service/Uber Car/Micro Bus
10	DGM/Equivalent	450	675	Actual	Cab Service/Uber Car/Micro Bus
11	GM/CFO/CTO/CAO/Equivalent	Nil	Nil	Actual	Cab Service/Uber Car/Micro Bus
12	COO/CEO/ED/Director	Nil	Nil	Actual	Cab Service/Uber Car/Micro Bus

Generally Applicable Rules:

1) Workstation: The place where an employee is posted permanently or temporarily and **Outstation:** Out of the workstation where an employee stays for at least one night.

2) Transit: The journey day workstation to outstation/outstation to workstation.

3) Tour Approval: All travel plans need to be approved by the concerned Manager before traveling through travel authorization form (Annexure-1).

4) Meal, Hotel Fare and Own Arrangement: When meals are arranged by the Company/location mess, the claim for the incumbent's meal will be the staff entitlement amount. Hotel fare will be applicable where the accommodation of the Company is not available. The employee can claim 50% of a maximum limit of hotel fare for an overnight stay at a friend's/relatives residence instead of staying at the hotel and the address with the relationship of the relative must be mentioned in the submitted bill. But this hotel fare will not be applicable for staying at your own residence/own Upazilla.



5) Mode of Transport: The employee can use any kind of mode of transportation but can claim as per the eligibility. For tours by air, both an Air ticket & boarding pass must be attached with the tour expense.

6) Tour Expense Approval: All tour expenses/TA-DA bills must be approved by the concerned Manager and a tour approval copy should be attached with the bill.

7) Tour Expense Submission and Vat & Service Charge of hotel Accommodation: All employees (including the attached private vehicle Driver) must submit all the hotel and transportation bills (including boarding passes for air traveling) and vouchers. The payment will be based on the actual amount within the limit. VAT & Service charges will provide in addition to the hotel fare in case of VAT and service charges are clearly shown in the hotel bill. If the basic hotel fare is more than the limit then proportionate VAT & service charge will be provided by the Company. If travelers failed to submit a hotel bill then 50% of the hotel bill will provide by the Company. For online ticketing, the online charges will be considered at the actual cost of the ticket in case of online charges are clearly shown in the provided ticket.

If employee goes for vacation before or after the official tour, he will be entitled for only direct travel fares from the work location to the tour destination and vice versa.

8) Tour Expense Submission Deadline: Tour bill has to be submitted within 15 days after completion of the tour.

9) Bottle Drinking Water: In case of unavailability of pure drinking water during the tour, the expense of bottled mineral water can be added as actual travel expenses, subject to a maximum of Tk.100/- per day/per night. Bottled mineral water shall be applicable only for outstation travel.

10) Tour Period: No tour shall be applicable for more than 30 days at a time. If required more than 30 days as a tour at a time then prior Board approval must be taken.

11) Lunch/Dinner: Employees except outside Head office Sales department will be entitled lunch/dinner as per mentioned table if he/she works outstation during Lunch/Dinner time.

12) Additional amount: Employees can claim an additional 10% more than the prescribed rates (meals & hotel fare) for outstation at Dhaka, Chattogram & Sylhet districts. In that case, supporting documents will be required for both (meals and the hotel).

13) Group Tour & Micro-Bus Arrangement: Travelers, traveling in a group, will rent Micro-Bus (if Applicable) by own arrangement and submit a bill for reimbursement. The group tour bill will be submitted by the most senior position employee based on total eligibility. Sales Office/Depot will not provide rented micro bus bills in favor of travelers.

14) Evening snacks: Employees visiting outstation for fieldwork will be eligible for evening snacks of tk.75/day if fieldwork will continue a minimum of 4 hours with till 07:00 pm.

15) Room sharing: In case of group tour and the hotel room will be shared, the hotel bill will be submitted by the most senior position based on total eligibility.

16) Refreshment Allowance (Driver Light): Driver (Light) will be eligible to tk.100 as refreshment allowance for duty minimum 08:00 pm. But if the duty exceeds 09:00 pm they will be eligible for dinner instead of refreshment allowance.

Sales Dept./Personal Applicable Rules:

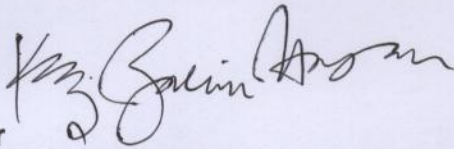
17) HQ: Permanent Work Station (TA/DA shall be applicable for working within 60 km) and **Ex-HQ:** 60 KM beyond HQ.

18) DA in Workstation: Continuous minimum 4 hours of fieldwork required. The purpose of the field visit must be clearly mentioned in the DA bill with the result.

19) Motor Cycle Expense: Employee who uses Company provided motor cycle will get TK 5.00/KM for fuel and maintenance allowance. An employee having his own motorcycle should use his motorcycle for the travel (where applicable) and charge Tk. 5.00/Km.

Exceptions:

The Board of Directors reserves the right to make exceptions to this policy.



Director
Kazi Farms

Annexure:

1) Travel authorization form

Copy to:

- 1) All concerned employees
- 2) Office copy