

Sysnova Information System Limited
TA/DA Allowance for Hardware & Software Sales

Effective from: 01 June 2016

Date: 08 June 2016

Job	Personnel	HQ	Ex-HQ	TA	Mode of Transport	Breakfast	Lunch	Dinner
Hotel Fare	Outstation Allowance -	Mode of Transport						
-----+-----+-----+-----+-----+-----+-----+-----+-----								
+-----+	+-----+	+-----+	+-----+	+-----+				
4	Assistant Officer / Equivalent	150	225	Actual	Bus / Tempo / Rickshaw	70	150	150
700	Normal Bus / Train Economy Class / Steamer - 2nd Class							
5	Officer / Sr. Officer / Eqv.	200	300	Actual	Bus / Tempo / Rickshaw	100	200	200
800	Normal Bus / Train Economy Class / AC-Chair / Steamer - 2nd Class							
6	Executive / Sr. Executive / Eqv.	220	330	Actual	Bus / Tempo / Rickshaw	110	220	220
1000	Normal or AC Bus / Train Economy Class / AC-Chair / Steamer - 2nd Class							
7	Asst. Manager / Deputy Manager	240	360	Actual	Rickshaw / CNG / Scooter / Cab	120	240	240
1500	AC Class: Bus / Train / Steamer							
8	Manager / Sr. Manager / Eqv.	270	400	Actual	Rickshaw / CNG / Scooter / Cab	130	270	270
2000	AC Class: Bus / Train / Steamer							

NOTE:

- 1) HQ : Permanent Work Station (TA/DA shall be applicable for working within 40 km.)
- 2) Ex-HQ : 40 KM beyond HQ.
- 3) Outstation : Beyond HQ and overnight stay.
- 4) Tour Approval : All travel plans need to be approved by the concerned Manager before travel.
- 5) 50% of hotel fare for overnight stay at friend's/relatives place.
- 6) Hotel and Transportation bill needs to be submitted and payment will be at actual.
- 7) Employee who uses company provided motor cycle will get TK 4.00 / KM for fuel and maintenance allowance.