

Pure and Tasty Foods Pvt Ltd



1st Dec, 23

Travelling Allowance & Daily Allowance Policy

(All employees are requested to go through the TA-DA policy thoroughly)

1. Purpose & Definition of TA/DA:

- The Travelling Allowance & Daily Allowance Policy (TA/DA policy) is designed to cover genuine expenses of the employees and is not intended for their monthly earning.
- All TA DA claims will be scrutinized thoroughly by accounts, considering DSR sheets, distance calculations from Google Maps, and justifications from reporting managers. .
- All managers are advised to thorough scrutiny TA-DA bills of their juniors. Any fraudulent claim may result into integrity issues and may lead to termination of employment.

2. Claim Eligibility:

- Employees may only claim TA/DA when visiting the market, supported by a Daily Sales Report (DSR) and the approval of the reporting manager.
- In HQ, the employee will not claim separate TA if the working area is in the periphery of 40 Km. However, if the work area is beyond 40km, then the employee can claim EX-TA.

3. DSR Submission Requirement:

- Employees failing to submit DSR reports and Daily Expense Details on the Toolkit page of our company website www.sadguna.in. will not be eligible to claim TA/DA.

4. Documentation Requirements for TA Claims:

- Train/Bus Ticket and Hotel Bill are mandatory for travel exceeding 200 km.
- Failure to provide the required documentation will result in TA claims being processed at ₹2.5/km and night stays will be assumed as house stays in relative's residences.

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5. Hotel Bill Limits:

- Hotel bills exceeding Rs 250/- must be accompanied by a GST bill.

6. Night Stay Claims:

- For night stays, employees may only claim Night Stay + DA and are not entitled to claim EX-Town DA.

7. Car Usage Guidelines:

- Car usage should be minimized until a territory reaches a monthly sale of ₹50 lacs/month.
- ASM and above can use their own cars in special case after obtaining prior approval from HO through WhatsApp or email. Car reimbursement is set at ₹10/km.

8. Phone Bill Reimbursement:

- All employees are eligible to claim phone bill reimbursement at ₹250/month.

9. Submission Deadline:

- The TA-DA bill for the current month must be submitted for approval by the reporting manager to hr@sadguna.in with a copy to sushmita@sadguna.in no later than the 10th of each month.

10. Travel and Daily Allowance (TA/DA) Rates - PAN India

Grade	Local DA	Ex Town DA	Night Stay+D A	Ex-TA	Relative Own House Stay
SR/Sr. SR/ Sr SR/TSI	₹150	₹200	₹500	Actual Fare/₹2.5/km	₹250
Jr. SO/Sr SO/ASE	₹200	₹250	₹750	Actual Fare/₹2.5/km	₹300
ASM/Sr.ASM	₹250	₹300	₹1500	Actual Fare/₹2.5/km	₹400
ZSM/RSM	₹300	₹350	₹1800	Actual Fare/₹2.5/km	₹500
G.M/NSM	₹400	₹450	₹2500	Actual Fare/₹2.5/km	₹600

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HR Department