



CIRCULAR

Date: 17-10-2025

To: All Sales Team Members

From: Management

Subject: *Timely Submission of TA/DA Expense Claims*

To expedite the clearing of outstanding monthly dues related to **TA / DA**, the Management has decided to implement a structured and time-bound expense submission process, effective immediately.

Accordingly, all members of the Sales Team are hereby instructed to submit their TA/DA expense claims as per the schedule below:

Period of Expenses Incurred	Last Date for Submission
1st day to 15th day of the month	25th day of the same month
16th day to 30th / 31st day of the month	10th day of the subsequent month

All expense statements must be duly filled, supported with proper bills, and approved by the respective reporting manager before submission to the Accounts Department.

Important Note:

In case any claim is not received within the above-stipulated time limits, the **Management reserves the right to deduct 15% of the approved claim amount for every week of delay** in submission.

This measure is being introduced to ensure discipline, timely accounting, and prompt settlement of employee dues. Your cooperation in adhering to the above schedule is sincerely appreciated.

By Order of Management

ALFA PRECISION TECHNOLOGY PVT. LTD.

HR MANAGER

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