

Date, 14/07/2025

To,
Director,
T & M services consulting Pvt. Ltd.

Subject: Request for settlement of Traveling
Allowance and Daily Allowance (TADA)
from date of 09/02/2024 to date 08/01/2025

Respected sir/madam,

I hope this letter finds you well.

I am writing to formally request the settlement and disbursement of my TADA for the period of my service from 09/02/2024 to 08/01/2025 in the RIV Pune as designated Individual consultant-civil under SMART project of Agriculture department.

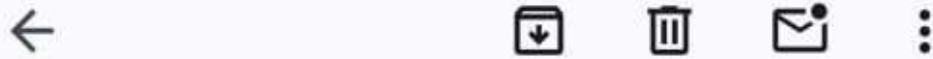
During this period, I was engaged in several official duties and assignments that involved travel and related expenditures as per the terms and conditions of my appointment. I have maintained all records and documents supporting for claim already submitted to RIV Pune.

I kindly request your approval and assistance in processing my TADA claim at the earliest convenience.

Your faith fully

To,
1) Hon. Additional project director, PUMU SMART.
2) Hon. Head, RIV Agriculture, SMART project MBN. 9932863111
3) Hon. Nodal officer, RIV Pune, SMART project.

Sumit S. Khatkar



REMINDER:I- Regarding Settlement of Travelling Allowance and Daily Allowance. Inbox



sumit kuralkar 5 Aug
to hr.smart, hr200,...



Respected Sir/Madam

I request you. Kindly look into the matter and do the needful at the earliest.

Warm Regards
Sumit Kuralkar

----- Forwarded message -----

From: **sumit kuralkar**
<sumitkuralkar@gmail.com>
Date: Mon, 14 Jul, 2025, 11:57
Subject: Regarding Settlement of Travelling Allowance and Daily Allowance.
To: <hr200@tnmhr.com>

