

Kazi Farms Limited – Office Circular

Ref: KFG/HR/2016/633

Date: 31 May, 2016

Subject: Overtime for Outstation Work – Transport Department

This is to inform all concerned that, as per Management decision, the following designated employees under the Transport Department are eligible for overtime for outstation work:

Designation:

Mechanic Helper

Assistant Mechanic

Junior Mechanic

Mechanic

Senior Mechanic

Junior Technician

Technician

Senior Technician

Overtime Calculation:

Based on Out & In time for outside work, justified by the departmental head.

Location Incharges must maintain Out/In register to calculate overtime hours – mandatory for processing overtime.

Effective Date: 01 June, 2016

Copy to:

All concerned employees