

Kazi Farms Limited – Office Circulars  
Circular 1: Availing Off Day Allowance

Ref: KFIL/HR/2018/0188  
Date: May 08, 2018

Subject: Availing Off Day Allowance

Previous System:

Off day allowance was submitted with the TA/DA bill and paid in cash.

Proposed System (Effective from June 1, 2018):

Approval Collection:

Depot In-Charge collects approval of employees working on off-days via email from GM Sales every Thursday.

ERP Input:

Depot In-Charge inputs attendance information in ERP by the 30th of each month (Format-1 attached).

Summary Submission:

Depot In-Charge emails an approved summary list to HR by the 30th of each month.

List includes total employees worked on off-days or festival holidays (Format-2 attached).

Allowance Payment:

HR disburses the allowance with the monthly salary.

Director: Kazi Farms Group

Copy to:

Concerned employees

Office copy

Corporate Centre:

35, Dhanmondi Residential Area, Road No-02, Dhaka-1205, Bangladesh

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Off Day Allowance Report (Format-2)

Kazi Food Industries Limited – Off Day Allowance Report

For the month of \_\_\_\_\_ 2018

SI	Organization	Employee Name	Employee ID	Department	Designation
	Working Date (Off Day)	Number of Days	Remarks		

Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Circular 2: Allowance for Reliever Accountants

Ref: KFG/HR/2021/0389

Date: April 12, 2021

Subject: Allowance for Reliever Accountants (Job Group 4 - Job Group 7)

Reliever Accountants posted under the Regional Office for Production Farms will receive a proportionate farm allowance of Tk. 2500 per month with the salary.

Note: They cannot claim breakfast, lunch, or dinner bills during farm assignments.

Conditions:

Payment is only for days staying and working inside the Production Farm.

Multiple Farm Assignment: Eligible days counted from joining first farm to leaving second farm; transit days between farms count.

Transit from Regional Office: Transit days to/from Regional Office do not count; TA/DA applies.

No allowance for:

Working in Regional Office

Leave days

Unauthorized absences

Payment Calculation:  $\text{Tk. 2500} \div \text{Number of days in the month} \times \text{Eligible days}$

Attendance Verification: Regional ER collates attendance and sends eligible days & amount to Head Office HR for payment.

Farm production bonus does not apply to reliever Accountants.

Effective Date: April 1, 2021

Director: Kazi Farms

Copy to:

All concerned employees

Office copy

Corporate Office:

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