

Kazi Farms Limited
Inter Office Memo
Ref: KFG/HR/2016/1325
Kazi Farms

Date: November 30, 2016

Subject: Revise payment of driver's salary by cash

Please note that the driver's salary of the senior Employees who are given full time car from the company will be revised to Tk 15,000/- per month with effect from November 1, 2016.

The drivers will be paid two festival bonus in the similar way of permanent employees which is half of Gross in each festival (TK 7,500/-). Therefore, a driver working more than 4 month's will get 60% of basic salary as festival bonus, drivers working more than 5 month's will get 80% of basic salary as festival bonus and drivers working more than 6 month's will get 100% of basic salary as festival bonus.

The users of the vehicle is requested to submit a CV with a picture of the driver appointed after validation. The user should also inform HR Department in case of any change of the driver and accordingly CV and photo of the new driver should be submitted. A joining letter will be taken from the driver and submitted to HR Department.

Director

Kazi Farms Group

N.B: The above mentioned driver allowance and procedure will also be applicable for the employees who are currently getting vehicle allowance.

CC:

GM HR

CAO

CFO

Regional In-charges

DGM Transports

Office copy

Corporate Centre: 35, Dhanmondi Residential Area, Road No-02, Dhaka-1205, Bangladesh. Phone: 880 2 9612290-93, Fax: 880 2 9612185 email: info@kazifarms.com, website: www.kazifarms.com