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Subject: Fwd: Re: Regarding Financial aid

From: DGM-HR <bishnu@kazifarms.com>

Date: 04/09/2014 05:18 PM

To: Farhana@kazifarms.com, "hr >> \"hr@kazifarms.com\" <hr@kazifarms.com>

Original Message

Subject: Re: Regarding Financial aid

Date: Mon, 10 Mar 2014 17:17:46 +0600

From: Zeeshan Hasan <zeeshan@kazifarms.com>

To:

CSR Thakurgaon <csr@kazifarms.com>

CC:

GM sir-Thakurgaon <m.mohiuddin@kazifarms.com>, DGM sir-HR

<bishnu@kazifarms.com>, hrtro <hrtro@kazifarms.com>, "nabil@kazifarms.com"

<nabil@kazifarms.com>, DGM-HR <bishnu@kazifarms.com>, 'Kazi Zahedul Hasan'

<kzhasan@kazifarms.com>, Zahin Hasan <zahin@kazifarms.com>

I would say we should cover all cases of our own employees' medical treatment.

I don't think we should cover their family medical bills or their educational expenses.

On 03/09/2014 12:22 PM, CSR Thakurgaon wrote:

> Dear Sir,

> I would like to inform you that now we are getting these type of > financial aid applications, such as

> 1) An employee who takes operation of his wife /daughter/ son in clinic and after operation he is applying for financial aid.

2) An employee who takes operation in clinic as like tumor, Appendicitises and who are suffering from ulcer or heart disease and

> after treatment applying for financial aid.

> 3) An employee who works in regional office wants to get admit in college or try to continue study as a regular student applying for financial aid for admission fees or examination fees.

>

> Sir, I beg your suggestion and good advice please.

> Faithfully Yours

V V V V V

> Manager - CSR

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04/15/2014 03:57 F

Subject: Fwd: leave without pay

From: DGM-HR <bishnu@kazifarms.com>

Date: 04/16/2014 07:52 PM

To: tasaufur <tasaufur.rahman@kazifarms.com>

CC: Farhana@kazifarms.com, "hr >> \"hr@kazifarms.com\" <hr@kazifarms.com>

Mr. Tasafur

Please issue a office order as per below mail.

Regards

Bishnu

Original Message

Subject: leave without pay

Date: Tue, 15 Apr 2014 15:25:44 +0600

From: Zahin Hasan <zahin@kazifarms.com>

To: DGM-HR <bishnu@kazifarms.com>, Nabil Ahmad <nabil@kazifarms.com>,

zeeshan hasan <zeeshan@kazifarms.com>, kazi hasan <kzhasan@kazifarms.com>

Today I was given a request for 45 days leave without pay from a hatchery worker.

I signed it, but on reflection I think we are being too liberal in allowing leave without pay.

We should make the following point clear to all managers:

Leave without pay will not be granted to any person for more than 15 calendar days in one calendar year.

After 15 calendar days the employee will be regarded as absent, and will face disciplinary action for absence.

if an employee wants to be away for more than 15 days without leave, they should

resign, then apply to re-join later. Otherwise they will be disciplined for absence.

Zahin

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04/24/2014 10:03 A

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Subject: Fwd: Re: grants to employees

From: DGM-HR <bishnu@kazifarms.com>

Date: 04/09/2014 05:17 PM

To: Farhana@kazifarms.com, "hr >> \"hr@kazifarms.com\" <hr@kazifarms.com>

Original Message

Subject: Re: grants to employees

Date: Mon, 24 Mar 2014 18:34:35 +0600

From: Zeeshan Hasan <zeeshan@kazifarms.com>

To:

Zahin Hasan <zahin@kazifarms.com>, DGM-HR <bishnu@kazifarms.com>, Nabil Ahmad

<nabil@kazifarms.com>, kazi hasan <kzhasan@kazifarms.com>

The zero interest loan for employee family members needs to have a limit. I think that it should not go above employee basic salary x years of service (then it will be covered by their gratuity in case they leave).

On 03/24/2014 04:40 PM, Zahin Hasan wrote:

> Clarification:

> If an employee needs assistance to pay his/her own medical expenses, > this should be given as grant.

> If an employee needs assistance to pay medical or educational expenses

> of his/her family members, this should be given as zero interest loan. > Zahin

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84 Dhanmondi, Road 7A, Dhaka 1209, Bangladesh.

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04/24/2014 10:36 A =

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Original Message

Subject: Re: grants to employees

Date: Tue, 25 Mar 2014 10:01:27 +0600

From: Zahin Hasan <zahin@kazifarms.com>

To: Zeeshan Hasan <zeeshan@kazifarms.com>, DGM-HR

<bishnu@kazifarms.com>, Nabil Ahmad <nabil@kazifarms.com>, kazi

hasan <kzhasan@kazifarms.com>

Officers don't get gratuity before 5 years. Does that mean they are not eligible for a zero interest loan until they have served 5 years? What if they are a good officer and their manager recommends the loan? Zahin

On 03/24/2014 06:34 PM, Zeeshan Hasan wrote:

> The zero interest loan for employee family members needs to have a limit. > I

think that it should not go above employee basic salary x years of

> service (then it will be covered by their gratuity in case they leave).

>

> On 03/24/2014 04:40 PM, Zahin Hasan wrote:

>> Clarification:

>> If an employee needs assistance to pay his/her own medical expenses, >> this should be given as grant.

>> If an employee needs assistance to pay medical or educational

>> expenses of his/her family members, this should be given as zero >> interest loan.

>> Zahin

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08/18/2014 10:13 AM '