

Ref: KFG/HR/2019/045

Office Circular

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Kazi Farms

Date: January 16, 2019

Subject: Picnic budget ceiling (per person).

This is to inform all employees of Kazi Farms Group that per person picnic expenditure will be applicable accordingly:

Sl.	Organization type	Picnic Budget (Ceiling per person)	Remarks
01	Commercial Broiler Farm, Hatchery, Feed Mill, Regional Office, Compost Plant, Transport Workshop, Transit Point, KFG Sales, KFIL Depot, KFIL Factory, Slaughtering Plant, Lab	Tk. 1000	1 picnic per year
02	Only Growing Farm: Breeder PS (Broiler, Layer), Commercial Layer & GP Farm	Tk. 1000	1 picnic per year
03	Broad-Grow-Lay or Production Farm: Breeder PS (Broiler, Layer), Commercial Layer & GP Farm	Tk. 19/week	1 picnic after 1 flock completion

Example for Brood-Grow-Lay or Production Farm: If a Farm will arrange their picnic after 75 weeks then per person ceiling will be $(19 \times 75) = \text{Tk. } 1425$.

Process:

1. Picnic budget (No of participant x Ceiling amount) will be approved by Regional Head. Functional head will approve the budget for out side the Region.
2. Concerned Accounts will be responsible for verifying and approving the actual bill within the limit mentioned above.
3. Any amount not utilized will be refunded back to company accounts.

This is to be effective from 01 January, 2019.

Jan.

Director Kazi Farms

CC:

Concerned employees

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