

Proposal for Night Allowance for Hatchery

****With effect from: 01 October, 2019****
****Date: 15.10.2019****

Sl.	Organization	Designation	Present Night Refreshment Allowance	Proposed Night Allowance	Remarks
1	All Hatchery	All permanent employees who work at night shift	Tk. 10	Tk. 20	N/A

****Note:****

- 1) The above allowance will be applicable for night shift employee's (except driver, vehicle helper) only.
- 2) The above allowance is applicable for minimum 6 hours of duty in night shift.
- 3) The above allowance will be given on the basis of attendance.
- 4) Hatchery in-charge will be responsible for submitting work schedule to Hatchery Head for pre approval with copy to Regional Head.
- 5) Hatchery in-charge will be responsible for preparing cash payment sheet and take approval from the Regional Head in weekly basis or can arrange snacks in each night within eligible amount. Hatchery Head will approve the payment for Hatchery located outside the Region.

****Signatures:****

- AGM - HR Admin: [Signature] 15.10.19
- DGM - HR Admin: [Signature] 17.10.19
- GM - Hatchery: [Signature] 17.10.19
- CEO - Poultry & Feed: [Signature] 17.10.19
- Director: [Signature]

****Organizations:****

- Md. General Manager, Corporate Office, Kazifarms
- AKLAS, ER Officer, Corporate Office, Kazifarms Group
- DGM, HR Admin, Corporate Office, Kazifarms Group