

Kazi Farms Limited – Office Circular

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, off day allowance will be submitted through ERP during the salary process.

Steps:

Approval Collection:

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

ERP Input:

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

Summary Submission:

Depot In-Charge emails an approved summary list to HR by the 30th of each month, including the total number of employees who worked on off-days or festival holidays, following Format-2 (attached).

Allowance Payment:

HR disburses the amount with the monthly salary.

Director

Kazi Farms Group

CC:

Concerned employees

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

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: _____