

Kazi Farms

Kazi Farms Limited

Inter Office Memo

Ref: KFG/HR/2017/0544

Date: July 30, 2017

Subject: Floor wise office time at Kazi Farms Head Office

Please note that the following floor wise office time will be followed by Kazi Office Head Office employees with effect from August 01, 2017.

Sl	Floor	Sunday to Thrusday		Saturday	
		In Time	Out Time	In Time	Out Time
1	9 & 10	09:00 AM	05:00 PM	01:30 PM	05:00 PM
2	11 & 12	09:15 AM	05:15 PM	01:45 PM	05:15 PM
3	4	09:30 AM	05:30 PM	02:00 PM	05:30 PM

Accordingly, the attendance procedure will be revised and late count will start as following.

Sunday to Thrusday			Saturday			Late Point
Floor – 9 & 10	Floor – 11 & 12	Floor 4	Floor – 9 & 10	Floor – 11 & 12	Floor 4	
09:01AM – 10:00AM	09:16 AM – 10:00 AM	09:31 AM – 10:30 AM	01:31 PM – 02:30 PM	01:46 PM – 02:45 PM	02:01 PM – 03:00 PM	1
10:01 AM – 11:00 AM	10:16 AM – 11:15 AM	10:31 AM – 11:30 AM	02:31 PM – 03:30 PM	02:46 PM – 03:45 PM	03:01 PM – 04:00 PM	2
11:01 AM – 12:00 PM	11:16 AM – 12:15 PM	11:31 AM – 12:30 PM				3

Director
Kazi Farms Group

CC:

Concerned employees

Office copy

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