

Performance Management System 2016

Yearly Increment Proposal – Management Employees

Evaluation Of functional & Behavioral Competency

Final Rating will be combine of both 75% from KRA/KPI or ACR and 25% of Behavioral competency and total/ final score can be seen on Individual performance rating report.

No	Competency	Percent %	Total
1	Functional Competency	75%	100%
2	Behavioral Competency	25%	

Option A: Score Distribution and Increment

The following performance rating has to be followed while evaluating the performance of all management level employees of KFG & KFIL except Sysnova

Achievement level	Rating Score	Score Range	Rating	Distribution %	Deviation Allowed in Distribution %	KFG Proposed Increment Amount %	KML Proposed Increment %	KFL Proposed Increment %
60% & Below	1	1 – 1.99	Requires Significant Improvement	10	+/- 5%	21%	10%	11%
61% to 75%	2	2 – 2.99	Partially Met Expectations	20	+/- 5%	23%	11%	13%
76% to 90%	3	3 – 3.99	Met Expectations	40	+/- 10%	25%	12%	15%
91% to 100%	4	4 – 4.79	Exceeds Expectations	20	+/- 10%	27%	13%	17%
101% and above	5	4.80 - 5	Far Exceeds Expectations	10	Maximum	29%	14%	19%

Additional 10% increment for Kazi Media employees who got promotion

Option B: Minimum Salary Fixation

The minimum salary will be considered as below for all management employees of KFG except KFIL, Kazi Media, Sysnova and Day Care.

Job Group	Designation	Present Average Salary	Present Minimum Salary	Proposed Minimum Salary	Remarks
4	Assistant Officer	Tk. 14, 582/-	Tk.12000/-	Tk. 15,000/-	Tk. 16, 000/- minimum Salary for Appraisal Eligible employees
5	Officer	Tk. 16,979/-		Tk. 18,000/-	
	Senior Officer	Tk. 19,820/-		Tk. 22,000/-	
6	Executive	Tk. 25,240/-		Tk. 26,500/-	
	Senior Executive	Tk. 28,061/-		Tk. 32,000/-	
7	Assistant Manager	Tk. 38,352/-		Tk. 38,500/-	
	Deputy Manager	Tk. 48,884/-		Tk. 46,000/-	
8	Manager	Tk. 58,789/		Tk. 55,500/-	
	Senior Manager	Tk. 72,804/-		Tk. 67,000/-	
9	Assistant General Manager	Tk. 95,451/-		Tk. 80,500/-	

\* Effective date is from 1 July 2016

\*\* Option A or Option B; whichever is higher for KFG only (except KFIL, KML, Sysnova & Day Care)

\*\*\* Maximum 35% Increase for Minimum Salary Fixation for KFG only (except KFIL, KML, Sysnova & Day Care)

Proposed By

Approved By