

Date: 15.06.2014

To
Director (Sales & Marketing)
Kazi Farms Group
Dhanmondi, Dhaka-1209.

Through: GM-Sales

Sub: Proposal for DA with Dinner up to work at 11.00PM or more until complete
labor at Egg Sales Center.

Dear sir

I would like to inform you that generally at different Egg Sales Centers (all, Rangpur, Sylhet etc.) complete their schedule work such as unloading, BID, price fixation, distribution, payment collection, sales order, sales statement within 11:00 PM in regular basis. Due to different reason such as party van problem, our contracted van problem (engine, tyre etc), political unrest situation, transport strike, laborer strike, road accident, raining, etc they can not complete their work timely. At this moment maximum times our employee's have to be worked up to 2.00-3.00AM or more until complete schedule work. They will get only DA when worked from 9.00AM to 9.00 PM but no facilities for extra work up to 11.00PM or more. It can be done for one or two days not to be continuing. If we do not give them any extra facilities, they will be demotivated and also difficult to be continuing their job for long time

This is for your information & take necessary step please.

Best regards

Kbd Shaiful Islam
DM-Sales(Commercial Egg)
Kazi Farms Group
Dhanmondi, Dhaka

Date: 07.01.2013

To
GM (Sales)
Kazi Farms Group
Dhanmondi, Dhaka-1209.

Sub: Proposal for DA with dinner for worked up to 11.00 AM or more for officer & labor.

Dear sir

I would like to inform you that our Ashulia Egg Depot capacity is 6-8 pcs egg/day for normal and smooth distribution. We complete our loading, unloading & distribution within

10.30PM in regular

basis. Due to political unrest situation, we have received & distributed more eggs that means 10-12

lacs pcs egg daily when in normal political situation. At this mown maaximum times our employees

have to be worked up to 2.00-3.00AM or more until complete our distribution.

They will get only DA

when worked from 9.00AM to 9.00PM but no facilities for extra work up to 11.00PM or more. It can

be done for one or two days not continuing. If we do not given them any extra facilities, they will be

demotivated and could not be continuing their job for long term.

This is for your information & take necessary action please.

Best regards

Kbd Shaiful Islam

Sr RSM(Commercial Egg)

Dhanmondi, Dhaka