

Kazi Farms Group – Office Order

Ref: KFG/HR/2013/938

Date: December 11, 2013

Subject: Food Bill Claims for Employees Visiting Farms

Employees under Thakurgaon and Panchagarh Regional Offices who visit or stay in farms for official purposes and take food from the farm's canteen:

Will not be entitled to claim any food bill to the Regional Office.

Concerned farm will ask for reimbursement from the Regional Office at the rates mentioned below.

Designation	Breakfast (Tk)	Lunch (Tk)	Dinner (Tk)

Consultant / GM / Equivalent	120	150	150
DGM / AGM / Equivalent	85	120	120
AFM / Manager / Equivalent	65	100	100
Dy. Manager / Asst. Manager / Executive	50	100	100
Officer / Engineer	50	80	80
Others	40	75	75

Notes:

Farm authority shall provide food to visitors considering designation level, bio-security, and other factors.

Regional Office employees who do not take food from the farm during official visits can claim food bill to the concerned Regional Office at the above rates.

This supersedes all previous circulars on this issue.

Director

Copy to:

Poultry Consultant

DGM – TRO

DGM – PRO

AGM – Farm

Regional Manager – Farm

Area Manager – Farm

Manager – HR, TRO

Dy. Manager – HR, PRO

Office Copy

Locations:

Nayanpur Hatchery & Farms: Nayanpur, Chawkpara, Sreepur, Gazipur

Sylhet Hatchery: Zaman Cottage, Mazar Road, Sylhet

Chittagong Hatchery: Barabkondu, Sitakundu, Chittagong

Feed Mill: Salandar, Thakurgaon

Corporate Centre:

84, Dhanmondi Road 7A, 4th Fl, Dhaka-1209, Bangladesh
Phone: 9123432, 9134276, 9128062 | Fax: +880 2 8156127
Email: info@kazifarms.com

North Regional Office:

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