

Kazi Farms Limited

Ref: KFG/HR/2015/1300

Date: 28th October 2015

Subject: Terms & Conditions of Temporary Transfer

Office Circular

This is to inform all that temporary transfer will undergo the following terms & conditions:

Department head can transfer an employee internally for a maximum of 1 month with proper justification.

Employee will be paid TA/DA for internal transfer if the company does not provide food and accommodation facilities.

Extension of transfer beyond 1 month will require board approval, which shall be routed through HR.

No TA/DA shall be paid if the extension of transfer is not approved by the board.

All are requested to follow the above terms and conditions.

Director  
Kazi Farms

Copy to:

All KFG employees

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](mailto:info@kazifarms.com)

| Website: [www.kazifarms.com](http://www.kazifarms.com)