

Ref: KFG/HR/2016/1065

Kazi Farms

Inter Office Memo

Date: September 25, 2016

Subject: Payment of driver's salary by cash

Please note that the drivers of the senior Employees who are given full time car from the company will not be included under company ERP and payroll with effect from September 1, 2016.

The salary of such type of driver's will be paid in cash directly to the user of the vehicle.

The employee will be given Tk 13,000/- per month for driver's salary purpose and Tk 6,500/- in each festival as bonus.

Director

Ko Juni

Kazi Farms Group

N.B.: The above mentioned driver allowance will also be applicable for the employees who are currently getting vehicle allowance.

CC:

GM HR

CAO

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CFO

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Regional In-charges

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DGM Transports

Office copy

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