

Kazi Farms Group – Office Order

Ref: KFG/HR/2013/199

Date: June 02, 2013

Subject: Time Keeping Allowance

Kazi Farms has implemented Time Keeping Allowance to reward assigned employees for performing this task. However, it has been observed that assigned employees are not completing the overall process as expected.

Responsibilities of Time Keeper:

Maintain Overtime start & finish time in a prescribed register.

Conduct physical headcount and make surprise visits to verify headcount.

Maintain Overtime requisition format.

Assignment and Monitoring:

Farm Manager / In-charge is authorized to select employees for this task.

The concerned Farm Manager will monitor performance and recommend Time Keeping Allowance monthly.

Compliance:

All employees assigned to this task are requested to comply strictly.

Director / GM – Thakurgaon Region

Copy to:

General Manager (PRO & TRO)

All Farm Managers / In-charges

Assistant General Manager – TRO & PRO

Farm Manager

Personal file

Office Copy

Locations:

Nayanpur Hatchery & Farms: Nayanpur, Chavilwara & Contr. Gazaria

Sylhet Hatchery: Zeman Cottage, Mazar Road, Sylhet

Chittagong Hatchery: Baratkundu, Sitakundu, Chittagong

Feed Mill: Salandar, Thakurgaon

Corporate Centre:

84, Dhanmondi Road 7A, 4th Fl, Dhaka-1209, Bangladesh

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Email: [info@kazifarms.com](mailto:info@kazifarms.com)

North Regional Office:

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