# Salary and Benefits Policy for ASEs, S&S, PED

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| Fixed Benefits |  | 1. **Basic Salary** (based on job experience in similar position with EPGL):  |  |  |  | | --- | --- | --- | | **Employment Category** | **Experience with EPGL** | **Basic Salary (BDT)** | | A | > 5 Years | 5,500.00 | | B | > 2 Years but ≤ 5 Years | 4,500.00 | | C | Fresh and up to 2 Years | 3,500.00 |  1. **Conveyance Allowance** (based on job location):  |  |  | | --- | --- | | **Job Location** | **Conveyance Allowance (BDT)** | | Inside Metropolitan Area | 3,300.00 | | Outside Metropolitan Area | 3,800.00 |  1. **Food Allowance:** Tk. 1,250.00 |
| Mobile Allowance |  | Usage Ceiling BDT 1,200 per month  Energypac Power Generation Ltd. (EPGL) will provide office registered SIM with this usage ceiling for the office communication purposes. Amount exceeding this limit will be adjusted from the ASE’s fixed benefit. |
| Festival Bonus |  | Two festival bonuses during the Eid-ul-Fitr and Eid-ul-Azha each equivalent to 1 month’s basic salary. Minimum employment relationship tenure of 120 days is required. In between 90 days to 120 days, half-festival bonus will be applicable. |
| Variable Commission |  | 1. **Eligibility for Commission on Collection Amount:**  |  |  | | --- | --- | | **Area** | **Minimum Collection Amount** | | For Residential Area | 115,000.00 | | For Industrial Area/Outside Metropolitan Area | 275,000.00 |  1. **Commission Based on Spares Parts Sales Collection:**  |  | | --- | | 1. 1.75 % for a collection of ≥Tk. 1,15,000/- but < Tk. 1,50,000/-; Additional Tk. 750 as Bonus. | | 1. 2.00 % for a collection of ≥Tk. 1,50,000/- but < Tk. 2,00,000/-; Additional Tk. 1,000 as Bonus. | | 1. 2.25 % for a collection of ≥Tk. 2,00,000/- but < Tk. 3,00,000/-; Additional Tk. 1,250 as Bonus. | | 1. 2.50 % for a collection of ≥Tk. 3,00,000/- but < Tk. 4,00,000/-; Additional Tk. 1,500 as Bonus. | | 1. 2.75 % for a collection of ≥Tk. 4,00,000/- but < Tk. 5,00,000/-; Additional Tk. 1,750 as Bonus. | | 1. 3.00 % for a collection of ≥Tk. 5,00,000/- but < Tk. 7,00,000/-; Additional Tk. 2,000 as Bonus. | | 1. 3.25 % for a collection of ≥ Tk. 7,00,000/-; Additional Tk. 2,500 as Bonus | | 1. Additional 1.75 % on collection in case of 100% achievement of monthly sales/collection budget. This commission shall be rewarded in addition to the commission as mentioned above (from a to g). | | 1. For 100% achievement of yearly sales & collection target, individuals will be awarded an additional amount of Tk. 25,000 at the end of the fiscal year. | | 1. Commission on sales / collection shall be decided by the respective supervisors based on ASE's ownership on the sales and overall profitability.   IA: I think we need to be very specific and the commission should be governed by the structure as mentioned above. Further, ASEs should not have any control over profitability rather line managers should be responsible for ensuring the expected profitability. Therefore, we would recommend to exclude this point. Disagreed as we need to keep this clause. In some cases, we need to be very aggressive with special discount and payment terms in order to secure the business from competition. Obviously the profitability in those cases are very less and cannot be considered for ASE commission. The supervisor through his line head/ HOD can have the profitability information prior deciding on ASE commission.  IA (June 09, 2021): I got the point. Can we rephrase this clause as follows?  ‘Commission for ASE’s on sales / collection shall be determined on case to case basis depending on overall profitability, payment terms and contribution of the respective ASE for that particular sales.’ | | 1. Above commissions are not applicable for Lube Oil sales. For lube oil, ASEs will get Tk. 5 / Liter (except Gas Lube Oil for which commission is not applicable). Other lubricants like coolant, grease etc. shall follow the commission structure as stated above. | | 1. No commission shall be provided if –   1. Collection is not made within 30 days. However, it may be extended maximum up to 45 days upon discretion of HoD  2. Payment received partially  3. Profit < SnS Product Wise Budget  4. Monthly sales/collection budget Achievement < 50% |  1. **Commission Based on Service Payment Collection & any kind of TDS/VDS Collection**  |  | | --- | | a) @TK 150/- for each service sales payment collection & Cumulative TDS/VDS collection (any of Spares & Service) of > Tk 1,000/- and ≤ Tk 3,000/-  IA: We need your remarks on this as the commission amounting almost 20% appears to be very high. Yes, we want to have this commission for collecting such small amount of payment/ TDS/VDS. This is one area where we have seen the ASE’s are reluctant as their commission amount is less than their cost of follow up/collection. So let’s keep it to motivate them about small amount of collection. We can review it to Tk. 150.00. | | b) @Tk 300/- for each service sales payment collection & Cumulative TDS/VDS collection (any of Spares & Service) of > Tk 3,000/- and ≤ Tk 6,000/- | | c) @Tk 400/- for each service sales payment collection & Cumulative TDS/VDS collection (any of Spares & Service) of > Tk 6,000/- and ≤ Tk 15,000/- | | d) @Tk 500/- for each service sales payment collection & Cumulative TDS/VDS collection (any of Spares & Service) of > Tk 15,000/- |  1. **Commission based on Service and Maintenance Contract (CSA/SnM/OnM) / Renewal:**  |  | | --- | | a. BDT 500 / Per Contract Renewal | | b. BDT 1,000 / Per New Fresh Contract | |
| Basic Principles: |  | * Income Tax on ASE’s salary and commission will be applicable as per law and to be borne by EPGL.   S&S: Does that mean EPGL shall pay the 100% taxes? Or will there be any deduction from their income? Need clarification. Currently EPGL is deducting 10.5% from ASE earnings, but in return ASE’s do not get any Challan from Finance. This has been the case for the last many years and even with involvement of the HOD, the F&A did not provide any clarification  IA (June 09, 2021): Yes, it means income tax on ASE’s salary and commission will be borne by EPGL and there will be no deduction from their take home.   * This policy will come into effect from July 01, 2021 and will remain valid until further notification from Management. * The employer reserves the right to amend, withheld or discontinue these benefits partially / fully at any time without showing any reason whatsoever. |

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| *Recommended by* |  | *Endorsed by* |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mohammad Masum Parvez**  Head of PED |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Enamul Haque Khandker**  Human Resources Advisor |
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