



NITOL MOTORS LIMITED

(DISTRIBUTOR OF TATA VEHICLES IN BANGLADESH)

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Date: 03 September 2015

Ref: Nitol/HRD/15/85

Office Memo

Subject: Revision of Existing Eid Bonus Policy

1. The Management is pleased to revise/ amend the system of **Eid Bonus Policy** for the employees of Nitol-TATA Division. The bonus will be disbursed as per the following criteria:

- a. More than 1 year : **50%** of the gross salary
- b. 9 months & above : **29%** of the gross salary
- c. 6 months & above : **21%** of the gross salary

2. This bonus policy is only eligible for the permanent employees of **Nitol-TATA Division**. The period will be counted from the date of joining in the Organization (e.g. if an employee joins the organization on 1st January 2015 and later on becomes permanent on 1st July 2015 after completion of probationary review, he/she will be eligible for 21% Eid Bonus on becoming permanent). However, in case the probationary period for an employee is further extended, he/she will be eligible for Eid Bonus after becoming permanent and the date of joining will be counted from the day he/ she becomes permanent.

3. Henceforth, the Bonus policy ref # **Nitol/HRD/ 09/15 of dated 29 Aug 2009** is amended accordingly.

4. Forwarded for your kind information and action please.

Selima Ahmad

Vice-Chairperson & Director Group HR

Nitol Niloy Group