



NITOL-NILOY GROUP

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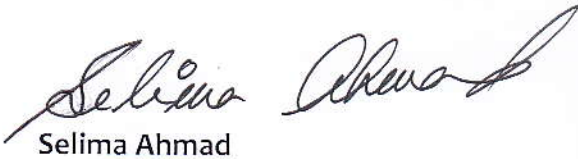
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Office Notice

Subject: Employee Job Rotation

1. It has been observed that many employees of the NNG are performing their works / assignments in the same location / station for years. This results in monotony, disinterest in work and less output. It sometimes also creates vested interest among the employees due to their long stay in the same place. Moreover, some employees are posted to their native areas which create impediments like too close relationship causing partialities in performing their normal work. However, the Departments / Divisions are also found reluctant to shifting their employees from one assignment to another.
2. Therefore, the Management has decided that the employees' job location will be rotated every 3 years. The CBOs /Dept. Heads are requested to ensure that employees under their command get a fresh work / job location and new responsibility periodically. This rotation is more mandatory specially for the field staff. Henceforth, the **CBOs / Dept. Heads** will be answerable in case of failure to comply with the above decision / instruction with immediate effect.
3. Forwarded for your information and strict compliance.



Selima Ahmad

Vice-Chairperson & Group HR Director

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