

COAST Trust.

Salary Structure 2011. (Ref: This structure has been approved in the 65th BoT Meeting held on January 22, 2011 at Principal Office)

(Effective from 1st January 2011)

Grade	Designation	Scale of Pay	Total Length of Service (year)	% of yearly increment	Base office of Positions	
					Pr. Off.	Field
I	Support Staff (Peon/Cook/Guard/Gardener)	1670 X 17% X 10-6861	10	17%	Yes	Yes
II	Driver / Logistic Organizer	3700 X 12% X 10-10260	10	12%	Yes	Yes
III	Credit and Development Officer (CDO) Technical Officer Branch Accountant Assistant Manager/Paramedics	3000 X 10% X 10-7040	10	10%	No	Yes
IV	Manager/Branch Manager/Upazila Manager	4500 X 10% X 10-10611	10	10%	Yes	Yes
V	Assistant Coordinator Area Manager(Micro Finance)	5000 X 10% X 10-11790	10	10%	Yes	Yes
VI	Coordinator/Program Coordinator/Project Coordinator	6000 X 10% X 15-22785	15	10%	Yes	Yes
VII	Senior Coordinator/Team Leader	8300 X 9% X 15-27736	15	9%	Yes	Yes
VIII	Head	10500 X 9% X 15-35088	15	9%	Yes	Yes
IX	Assistant Director	12000 X 9% X 15-40101	15	9%	Yes	No
X	Deputy Director	13450 X 9% X 15-44946	15	9%	Yes	No
XI	Director	15500 X 9% X 15-51797	15	9%	Yes	No
XII	Executive Director	19000 X 8% X 15-55807	15	8%	Yes	No

Admissible allowance and other terms of references

1 Starting of basic salary of Credit and Development Officer / Technical Officer/ Branch Accountant / Asst.Manager /Paramedic

Starting of basic of SSC Credit and Development Officer/Technical Officer/Branch Accountant/Assistant Manager is taka 3000, HSC is taka 3993, Graduate taka 4392 and Masters is taka 4832. The starting of basic of Paramedics is taka 3000.

2 Housing Allowance

Housing allowance will be entitled 50% for Dhaka and Chittagong cities and 40% for other districts of COAST areas on basic salary.

3 Allowances on the basis of basic salary

Conveyance and Entertainment allowance in Dhaka and Chittagong cities 20% and in field 15%. Communication allowance is 10%.

4 Provident Fund

- i) Organization will provide 10% contributory provident fund on basic salary.
- ii) 10% will be deducted as provident fund from basic salary as staff contribution.
- iii) The organizational portion will be entitled after 3 (three) years and time will be calculated from the date of confirmation.

5 Gratuity

Each staff will get 2 (two) gratuity on the basis of year-end basic drawn after completion of each 1 (one) year job. The gratuity will be entitled after completion of 3 (three) years job and job duration will be calculated from the date of joining.

6 Festival

- i) Each confirmed staff will get 2 (two) festivals equivalent to 2 (two) basic salary in each year.
- ii) The non-confirm staff will get festival bonus on the basis of his/her joining date and the ret amount will be entitled after

7 Base office of different positions

The base office of positions from grade I to II will be in Principal and field offices, grade III will be in field office, grade IV to VIII will be in Principal and field offices and grade IX to XII will be in Principal office.

8 Contract staff

In case of contractual staff this structure will not be applicable.

9 Review

The existing salary structures and relevant terms and conditions will be treated as nul and void after implication of this structures. But the previous structure will be applicable for AD positions until their next increment. Every 5 year the structure will be reviewed through the approval of Board of Trustee (BoT).

Proposed by

Approved by

Rezaul Karim Chowdhury
Executive Director

Dr. Abbas Bhuiya
Chairperson