

**COAST Trust, Dhaka.**

**Salary Structure 2017. (Ref: This structure has been approved in the 92nd BoT meeting held on December 16, 2016 at Principal Office)**

**(Effective from 1st January 2017)**

Grade	Designation	Pay Scale	Total Length of Service (year)	% of yearly increment	Base office of Positions	
					Pr. Off.	Field
A	Common Service Organizer / Guard / Gardener	3016 X 13% X 15- 16695	15	13%	Yes	Yes
B	Driver / Logistic Organizer	6224 X 11% X 15- 26829	15	11%	Yes	Yes
C	Credit and Development Officer (CDO)/Paramedics	4612 X 10% X 15- 17514	15	10%	Yes	Yes
D	Branch Accountant/ Assistant Manager/ Technical Officer	5673 X 10% X 15- 21545	15	10%	Yes	Yes
E	Manager/Branch Manager/Upazila Manager	7174 X 10% X 15-27244	15	10%	Yes	Yes
F	Assistant Coordinator/Area Manager	8462 X 10% X 15-32136	15	10%	Yes	Yes
G	Coordinator/ Regional Program Coordinator/ Project Coordinator	9809 X 10% X 15-37251	15	10%	Yes	Yes
H	Senior Coordinator/Team Leader	13410 X 9% X 15-44813	15	9%	Yes	Yes
I	Head	17786 X 9% X 15-59436	15	9%	Yes	Yes
J	Assistant Director	20680 X 9% X 15-69106	15	9%	Yes	No
K	Deputy Director	22981 X 9% X 15-76795	15	9%	Yes	No
L	Director	25169 X 9% X 15-84106	15	9%	Yes	No
M	Executive Director	32121 X 8% X 15-94346	15	8%	Yes	No

**Admissible allowance and other terms of references**

**1 Starting of Basic salary of Credit and Development Officer (CDO)/ Paramedics**

Starting of basic salary : (i) For SSC Tk.5,580, (ii) HSC Tk.6,138 and (iii) Graduate Tk.6,752.

**2 Housing Allowance**

Housing allowance: For Dhaka city is 50% and for other district/Upazila/Union is 40% of COAST areas on basic salary.

**3 Allowances on the basis of basic salary**

The conveyance and entertainment allowances in Dhaka are 20% and in field are 15%. The communication allowance is 10%. All are in the basis of basic salary.

**4 Provident Fund**

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

**5 Gratuity**

- Each staff will get 1.5 (one & half) gratuity up to 3-5 years, 2 (two) gratuity up to 15 years and 3 gratuity after 15 years and on above. The gratuity calculation will be on the basis of last basic.
- Each gratuity will be calculated on the basis of completion of 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.
- iii) The project staff will get the festival on the basis of donor(s) calculation.

**7 Base Office of Different Positions:**

All positions are based in field and Principal Offices and the base office of Assisatant Director, Deputy Director, Director and Executive Director will only be in Principal Office.

**8 Eligibility of the structure**

This structure will not be eligible in case of contractual and project staff.

**9 Review**

The existing salary structures and relevant terms and conditions will be treated as null and void after implication of this structures. The salary structure will be reviewed every 5years afterwards through the approval of Board of Trustee (BoT).

Proposed by

Recommended by

Approved by

Rezaul Karim Chowdhury,  
Executive Director,  
COAST Trust

M Zahirul Alam, FCA,  
Treasurer,  
Board of Trustee,  
COAST Trust

Begum Shamsun Nahar,  
Chairperson,  
Board of Trustee,  
COAST Trust