



Salary withheld plan

For Covid-19

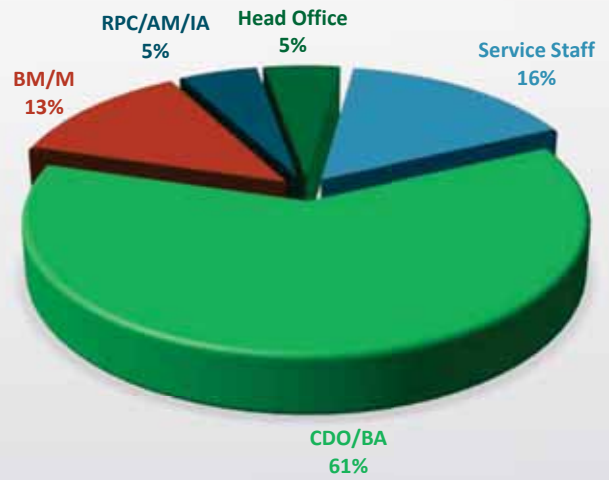


Why Salary Withheld?

- To face COVID19 outbreak with available cash/liquidity
- To maintain a smooth cash flow during this disaster (unknown duration).
- Average 46% (highest 80% & lowest 40%)Take-home salary will be withheld in Core Program.
- Staff Loan (PF/WF) installment also be holdup for this period.
- It will be refunded with installments basis while MF program RR 95%.
- Six days salary contribution from Project Staffs for organization's Disaster Fund.
- With this withheld, we can run with paying all installments (Banks, PKSF & SF) until August' 20.
- Without pay installments to the Bank, PKSF & SF, we can run until Feb'21
- It will be reviewed middle of the May'20.

Staff at a glance (Core Program)

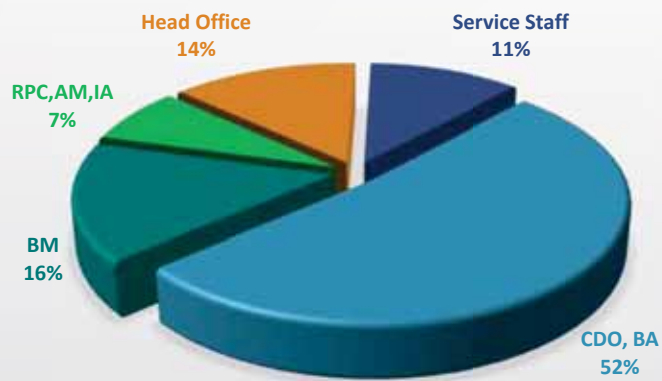
SL	Position	Grade	Total
1	CSO/Nightguard	A	124
2	Driver/LO	B	10
3	CDO/PM/BA	C,D	518
4	BM/M/UM	E	116
5	AC/AM/IA	F	29
6	C/ RPC/ PC	G	16
7	SC,TL	H	6
8	Head/AD	I	13
9	JT/DD	J	5
10	Director	K	4
11	DED	L	1
12	ED	M	1
Total			843



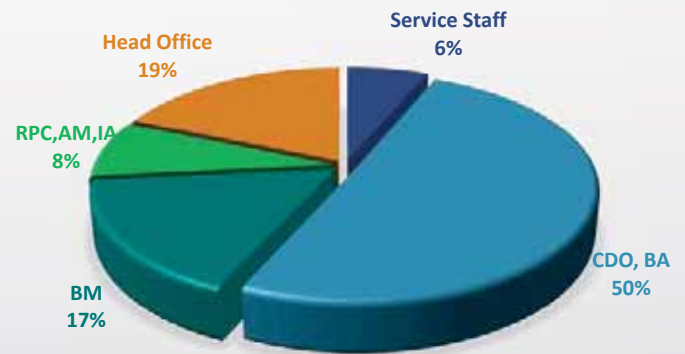
Salary withheld Plan

SL	Designation	Grade	Total Staff	Total Basic	Take Home	% on take home	Salary withheld	Payment	No salary withheld		
1	CSO/Nightguard <12000	A	90	472524	850543	0	0	850543	Below 12.5 thousand salary		
2	CSO/Nightguard >12000	A	18	156205	281169	40	112468	168701	Radio Meghna	8	
3	Driver/LO	B	3	41765	75177	45	33830	41347	Service Staff	94	
									Total	102	
4	CDO/PM (Junior)	C	383	3458204	6224767	45	2801145	3423622	Note-1: Basic & Take Home		
5	CDO/PM/BA (Senior)	C,D	134	1470637	2647147	48	1270630	1376516	Salary & Benefits	HO Staff	Field Staff
6	BM/M/UM	E	112	1498151	2696672	50	1348336	1348336	Basic	100%	100%
7	AC/AM/IA	F	28	488098	878576	50	439288	439288	Others BF	100%	80%
8	C/ RPC/ PC	G	8	183357	330043	50	165021	165021	Take Home	200%	180%
9	SC,TL	H	2	47004	84607	50	42304	42304	Note-2 : % of withheld		
10	MTC+GH <12000		4	29500	29500	0	0	29500	Take home	17124004	100%
11	MTC+GH		18	275704	496267	50	263773	232494	Withheld	8069320	47%
12	CSO/Driver/LO (HO)	A,B	8	97451	194902	50	97451	97451	Payment	9054684	53%
13	M/C/SC	E,F,G,H	12	212243	424486	55	233467	191019			
14	Head/AD	I	12	390058	780116	60	468070	312046			
15	Joint, Deputy Director	J	5	201572	403144	65	262044	141100			
16	Director	K	4	217612	435224	70	304657	130567			
17	Deputy Executive Director	L	1	64945	129890	75	97418	32473			
18	Executive Director	M	1	80887	161774	80	129419	32355			
Total			843	9385917	17124004		8069320	9054684			
Donor Program 6 Days Salary								1710000			

Designation wise Share of Salary Expenditure



Salary withheld



Particular	Service Staff	CDO, BA	BM	RPC,AM,IA	Head office
Salary Expenditure	11%	52%	16%	7%	14%
Withheld	6%	50%	17%	8%	19%
Difference	-4%	-2%	1%	1%	4%

Designation wise withheld and payment

SL	Designation	Grade	Total Staff	Total Basic	Avg. Basic	Avg. Take Home	% of withheld	Salary withheld	Payment
1	CSO/Nightguard <12000	A	90	472524	5250	9450	0	0	9450
2	CSO/Nightguard >12000	A	18	156205	8678	15621	40	6248	9372
3	Driver/LO	B	3	41765	13922	25059	45	11277	13782
4	CDO/PM (Junior)	C	383	3458204	9029	16253	45	7314	8939
5	CDO/PM/BA (Senior)	C,D	134	1470637	10975	19755	48	9482	10273
6	BM/M/UM	E	112	1498151	13376	24077	50	12039	12039
7	AC/AM/IA	F	28	488098	17432	31378	50	15689	15689
8	C/ RPC/ PC	G	8	183357	22920	41255	50	20628	20628
9	SC,TL	H	2	47004	23502	42304	50	21152	21152
10	MTC+GH <12000	A	4	29500	7375	7375	0	0	7375
11	MTC+GH	B-G	18	275704	15317	27570	50	13785	13785
12	CSO/Driver/LO (HO)	A,B	8	97451	12181	24363	50	12181	12181
13	M/C/SC	E-H	12	212243	17687	35374	55	19456	15918
14	Head/AD	I	12	390058	32505	65010	60	39006	26004
15	Joint, Deputy Director	J	5	201572	40314	80629	65	52409	28220
16	Director	K	4	217612	54403	108806	70	76164	32642

Cashflows (A)

With repayment

BDT in Crore

Particulars	2020									Total
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Opening Cash at Bank	18.22	10.80	6.44	9.71	7.90	3.42	(3.63)	(4.77)	(10.38)	18.22
Salary suspension	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	8.80
PKSF Loan	-	-	15.00	-	-	-	10.00	-	-	25.00
Bank Loan (BBL)	5.00	-	-	-	-	5.00	-	-	-	10.00
Bank Loan (OBL)	-	-	-	-	8.00	-	-	-	-	8.00
Bank Loan (SEBL)	-	-	-	4.50	-	-	-	-	-	4.50
Total Receipt	24.20	11.78	22.42	15.19	16.88	9.40	7.34	-3.79	-9.40	74.52
Salary	1.71	2.56	1.71	1.71	2.56	1.71	1.71	1.71	1.71	17.07
PKSF	3.11	0.23	3.11	3.59	0.23	3.06	3.39	2.33	4.04	23.09
Bank	7.01	2.55	7.86	1.99	10.67	6.72	7.02	2.55	7.50	53.88
SF	1.54	-	-	-	-	1.51	-	-	-	3.05
Software C. Charge	0.03	-	0.03	-	-	0.03	-	-	0.03	0.12
Total Payment	13.40	5.34	12.71	7.29	13.46	13.03	12.11	6.59	13.27	97.20
Closing Balance	10.80	6.44	9.71	7.90	3.42	(3.63)	(4.77)	(10.38)	(22.67)	(22.67)

Cash flows (B)

Without repayment

BDT in Crore

Particulars	2020									Total
	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Opening Cash at Bank	18.22	17.47	15.88	15.13	14.40	12.81	12.06	11.33	10.60	18.22
Salary Suspension	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	0.98	8.80
Total Receipt	19.20	18.44	16.86	16.10	15.37	13.79	13.03	12.31	11.58	27.02
Salary	1.71	2.56	1.71	1.71	2.56	1.71	1.71	1.71	1.71	17.07
Software C. Charge	0.03	-	0.03	-	-	0.03	-	-	0.03	0.12
Total Payment	1.74	2.56	1.74	1.71	2.56	1.74	1.71	1.71	1.74	17.18
Closing Balance	17.47	15.88	15.13	14.40	12.81	12.06	11.33	10.60	9.84	9.84

Cash at Bank & FDR Information, as at March 31,2020

BDT in Crore

Cash at Bank as at March 31, 2020	
Branch Office	13.38
Head Office	4.84
Total	18.22

Monthly salary normal time

Particulars	Gross	Take Home
Head Office Salary	0.25	0.22
Field (MF)	1.60	1.48
Total	1.95	1.71

Source: Monthly report

Name Bank	FDR Invesetment (Pr.+Int) As at March 31,2020		
	FDR (Lien)	FDR	Total FDR
One Bank Ltd.	1.53	1.00	2.53
BRAC Bank Ltd.	2.69	-	2.69
Midland Bank Ltd.	2.23	1.00	3.23
Mutual Trust Bank Ltd.	3.75	-	3.75
Bank Asia	0.30	1.00	1.30
Southeast Bank Ltd	1.62	-	1.62
Total	12.12	3.00	15.12

Bank & PKSF Loan Information (Cumulative)

BDT in Crore

SL	Name of Financial Institution	Received	Paid	Interest	Balance	Lien against loan
1	One Bank Ltd.	42.00	34.00	2.33	8.00	1.53
2	BRAC Bank Ltd.	48.00	28.00	2.88	20.00	2.69
3	Midland Bank Ltd.	30.00	18.57	4.11	11.43	2.23
4	Mutual Trust Bank Ltd.	42.00	22.41	3.68	19.59	3.75
5	Meghna Bank Ltd	5.00	5.00	0.91	-	-
6	IDLC Finance Ltd.	3.00	3.00	0.27	-	-
7	UBICO Ltd.	5.00	4.49	0.92	0.51	-
8	Bank Asia	3.00	-	-	3.00	0.30
9	Southeast Bank Ltd	13.00	6.00	1.09	7.00	1.62
	Sub-total	191.00	121.47	16.19	69.53	12.12
10	PKSF	301.19	248.27	23.14	52.92	-
11	SF	84.86	76.81	8.29	8.04	-
	Sub-total	386.04	325.08	31.44	60.96	-
	Grand Total	577.04	446.55	47.63	130.49	12.12



Soliciting for approval

- As per calculation the Salary withheld for this month (April' 20).
- Stop all Provident Fund & Welfare loan for the staff until the RR 95%.
- Stop all final payment during COVID19 outbreak.
- This calculation will be reviewed in the month of May' 20. The salary will be withhold more or less as per demand. Executive Director will take approval from the Chairman.