

## FB & LMCS Administration System

### Grading & Salary Structure

Sl. No.	Salary Components	Grade (1)	Grade (2)	Grade (3)	Grade (4)	Grade (5)	Grade (6)	Grade (7)	Grade (8) A & B	Grade (9)	Grade (10)
1	Basic Salary	Internal Policy	Internal Policy	Min (7,000/-) <sup>(1)</sup> Max (15,000/-) Range (8,000)	Min (5,250/-) <sup>(1)</sup> Max (11,000/-) Range (5,750)	Min (3,700/-) <sup>(2)</sup> Max (6,500/-) Range (2,800)	Min (3000/-) <sup>(2)</sup> Max (5000/-) Range (2000)	Min (2,000/-) <sup>(3)</sup> Max (3,500/-) Range (1,500)	Min (1,500/-) <sup>(3)</sup> Max (2,500/-) Range (1000)	Min (1,000/-) <sup>(4)</sup> Max (1,800/-) Range (800)	Min (750/-) <sup>(5)</sup> Max (1,300/-) Range (550)
2	Task Allow.	Internal Policy	Internal Policy								
3	Accommodation Allow. or 60% Thereof	Internal Policy	Internal Policy	Family : Dhs. 6,000/- or 60% : Of Above	Family : Dhs.4,000/- or 60% : Of Above	Family : Dhs.3,000/- or 60% : Of Above	Family : Dhs. 2,500/- or 60% : Of Above	Family : Dhs.2,000/- or 60% : Of Above	Dhs.900/-	AED 700/- Conditional Provision Lieu of Co. Accom.	AED 700/- Conditional Provision Lieu of Co. Accom.
4	Transportation Allow.	Internal Policy	Internal Policy	AED 2,000/-	AED 1,800/-	AED 1,500/-	AED 1,000/-	AED 500/-	AED 400/-	AED 250/- Conditional Provision Lieu of Co. Transp.	AED 250/- Conditional Provision Lieu of Co. Transp.
5	Fuel Allow.	Internal Policy	Internal Policy	AED 400/-	AED 400/-	AED 300/-	AED 300/-	N/A	N/A	N/A	N/A
6	Mobile Allow.	AED 500/-	AED 500/-	AED 300/-	AED 200/-	AED 200/-	N/A	N/A	N/A	N/A	N/A
7	Food Allow.	Duty Meal	Duty Meal	Duty Meal	Duty Meal	Duty Meal	Duty Meal	Duty Meal	Duty Meal	Duty Meal	Duty Meal
8	Joining Fare	YES	YES	Applicable (Economy Class)	Applicable (Economy Class)	Applicable (Economy Class)	Applicable (Economy Class)	Applicable (Economy Class)	Applicable (Economy Class)	Applicable (Economy Class) Based on G.M approval	Applicable (Economy Class) Based on G.M approval
9	Air Ticket Frequency	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	24 Months	24 Months	24 Months
10	Air Ticket Entitlement	Self, Spouse & 3 dependant children.(residing in UAE)	Self, Spouse & 3 dependant children.(residing in UAE)	Self, Spouse & 3 dependant children.(residing in UAE)	Self Only	Self Only	Self Only	Self Only	Self Only	Self Only	Self Only
11	Health Insurance	GOLD (A) (SELF + SPOUSE)	SILVER (B) (SELF + SPOUSE)	SILVER (B) (SELF + SPOUSE)	BLUE (C)	BLUE (C)	BLUE (C)	GREEN (D)	GREEN (D)	WHITE (F)	WHITE (F)

#### Notes: GENERAL PROVISIONS

- 1- HRA :**  
1-Irrespective of Marital Status an employee can be given either 100% or 60% of the Grade Accommodation Allowance (discretion by G.M)  
2- Accommodation allowance may NOT be given if company Accommodation is Available (discretion of G.M).
- 2-FOOD**  
All Employees employed in **FB & LMCS** will receive Duty Meals.
- 3-Transport**  
All Outdoor Sales personnel, irrespective of their Grade will receive Transport Allowance of Dhs.1800/-pm. Or Company Car
- 4- Fuel**  
All Sales personnel, irrespective of their Grade will receive Fuel Allowance of Dhs.400/-pm. Or Fuel card at the discretion of GM to the same value or more.
- 5- Mobile**  
1) Instead of mobile allowance where possible Du phone will be provided to employees at the discretion of GM & the subscription fee will be borne by the company (Presently it is Dhs. 200/-) & over and above will be charged to employees through recovery from monthly salary.  
  
2) Any international business calls will be reimbursed to the employee by the company
- 6- Joining Air Fare:** All Grades from 1 to 8 mandatory and Grade 9,10 as per recruiting countries regulations (Economy Class).
- 7- Company Motorcycles :** Based on the Position "Driver Delivery (Motorcycle) irrespective of Grade.