



(ONE STOP ENGINEERING &
TECHNOLOGY SERVICES)

SMET SERVICES

2/2, Pallabi, Mirpur, Dhaka, Bangladesh
Phone: +880 2 8033310, 8001576,
Mobile: +88 01765038390-9
Email: smetservices@gmail.com
web: www.smetservices.com

Date : 02 /02/ 2020

To,

Farhan Mondol

House No- 14, Road No- S3, Block – F, Eastern Housing,

Pallobi, Mirpur, Dhaka.

Mobile: 01750801797, 017084179228

Subject : Salary Increment

Dear Farhan Mondol,

Congratulations !

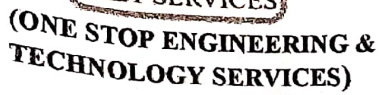
In recognition of your previous performance and considering your extra load or overtime, we are glad to inform you that the company has decided to give you an increment of BDT 1,500.00/- and your restructured total salary including meal allowance shall be BDT 12,000.00/-. You will be receiving this incremented amount with your salary of month January 2020.

We would like to take this opportunity to express our appreciation of your contribution to the company and hope that you will continue to strive for better results. We hope you will shoulder your new responsibility with full dedication and sincerity.

With best wishes,

For SMET SERVICES

Md. Serajul Mawla
CEO



Regular

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Leave form

Date

Branch Office: Jessore

Name Mst. Farhan Mondol

Designation Life Engineer

Department Technical

Joining Date 16.01.19 ID No 56

Type of leave Casual / Annual / Sick (Medical certificate might required if exceed two days)

Leave Date From: 31.12.19 To 05.1.2020 Total days 03 6

Joining Date After Leave 05.1.2020

Reasons (Specify) Mother was sick

Responsible Person during leave: Amirul

Address during leave: Fondpur

Telephone no (If any): 01704179228

Comment of Department Head

Signature of the
Applicant

Signature of Responsible
Person

Signature of Dept. Head

Signature of HR

OFFICIAL USE ONLY

Total Leave: 20 Sick 14 Annual 34

Casual 3 Sick 2 Annual 10

Leave Available: 3 Sick 2 Annual 24

Casual 12 Sick 2 Annual 24

Balance: 12 Sick 2 Annual 24

Casual 12 Sick 2 Annual 24

Date

Approved

Signature



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web: www.smetservices.com

Date: 18 September 2019

To,

Farhan Mondol

House No- 14, Road No- 53, Block – F, Eastern Housing,

Pallabi, Mirpur, Dhaka.

Mobile: 01750801797, 017084179228

Subject: Transfer Letter

Dear Mr. Farhan Mondol,

I would like to inform you that, SMET Services is going to open branch office in Borisal. To organize Borisal branch office you are selected. Management has decided to transfer you from Bogura branch office of SMET Services to Hazi Filling Station in Borisal. This is final transfer letter to you and you have to present Borisal from 21st September 2019.

After being relieved from Bogura Site Office you are directed to report to Mr. Md Mamun Rashid Mia, Manager Marketing.

Sincerely,


18/9/19

Md. Tanvir Ahmed Bhuiyan
Manager HRD
SMET Services



Carbon Copy (CC): HRD, Accounts, In-Charge Bogura



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web: www.smetservices.com

Leave form

Date: 27.08.19

Branch Office: Jessore office

Name: M.D. Farhan Mondol

Designation: Services Engineer

Department: Technical

Joining Date: 16.1.19

ID. No.

Type of leave: Casual / Annual / Sick (Medical certificate might required if exceed two days)

Leave Date From: 12.08.19 To: Total days: 01

Joining Date After Leave: 18.08.19

Reasons (Specify): Sick

Responsible Person during leave: Motarim Bilal

Address during leave: Jessore

Telephone no (If any): 01204179228

Comment of Department Head:

Signature of the Applicant

Signature of Responsible Person

Signature of Dept. Head

Signature of HR

OFFICIAL USE ONLY

Total Leave: 20 Sick: 14 Annual: 34

Leave Availed: Casual: 0 Sick: 6 Annual: 6

Balance: Casual: 20 Sick: 08 Annual: 28

Date:

Approved
CEO

১৯/০৮/১৯ সিলেক্ট করা হয়েছে মোতারিম বিলল



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Leave form

Date: 31.07.19

Branch Office: Jessore

Name: Md. Farhan Mondol

Designation: Services Engineer

Department: Electrical

Joining Date: 16.01.19

ID No. 52

Type of leave: Casual / Annual / Sick (Medical certificate might required if exceed two days)

Leave Date From: 20.07.19 To: 25.07.19 Total days: 6

Joining Date After Leave: 27.07.19

Reasons (Specify): Sick

Responsible Person during leave: Aminul

Address during leave: Faridpur.

Telephone no (If any): 01704 179228

Comment of Department Head: Viral infection, fever, medical document attached, informed immediately to the management.

Signature of the
Applicant

Signature of Responsible
Person

Signature of Dept. Head

Signature of HR

OFFICIAL USE ONLY

Total Leave: 20 Sick: 14 Annual: 34

Leave Availed: 0 Sick: 0 Annual: 0

Balance: 20 Sick: 14 Annual: 34

Date:

Approved
CEO



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9/3 Pallabi (1st Floor), Mirpur, Dhaka-1216, Bangladesh

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Mobile: +88 01916708034, 01713083839

Email: smetservices@gmail.com, info@smetservices.com

web: www.smetservices.com

Ref: SMET/HR/Increment/2019

Date : 22/05/19

To,
Farhan Mondol
House No- 14, Road No- S3, Block – F, Eastern Housing,
Pallabi, Mirpur, Dhaka.
Mobile: 01750801797, 017084179228

Subject : Confirmation of Service & Salary Increment

Assalamualaikum

Dear Farhan Mondol

In recognition of your previous performance we are glad to inform you that the company is pleased on your service and decided to give you confirmation of service with an increment of your salary TK 3,000.00/- which is mentioned below:

	Old	Increased	Effective Date
Basic Salary	2,500.00/-	4,000.00/-	01/04/2019
House rent and other allowance	1,875.00/-	3,000.00/-	
Conveyance	625.00/-	1,000.00/-	
Food Allowance	2,500/-	2,500/-	
Total	7,500.00/-	10,500.00/-	
Arrear (April'19)		3,000.00/-	

We would like to take this opportunity to express our appreciation of your contribution to the organization and hope that you will continue to strive for better results. We hope you will shoulder your new responsibility with full dedication and sincerity.

With best wishes,

Sincerely yours,

For SMET SERVICES

Kazi Md Enayetul Islam
DIRECTOR: HR & ADMIN , FINANCE
Ref: SMET/HR/Increment/2019

Carbon Copy (CC): 1. Accounts Department

2. Personal File



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[web: www.smetservices.com](http://www.smetservices.com)

Ref.: SMET/HR/APP/2019

Date: 16/01/2019

To,
Farhan Mondol
House No- 14, Road No- S3, Block – F, Eastern Housing,
Pallobi, Mirpur, Dhaka.
Mobile: 01750801797, 017084179228

Sub: **Letter of Appointment.**

Farhan Mondol

We are pleased to inform you that your appointment has been confirmed for Training Period (3 month) only in the company and selected for the post of **Site Engineer** of our company on the following terms and conditions and for the work entrusted upon Management time to time, for the betterment and uplift of the company:

1. Commencement:

- Your Training Period will start 16/01/19
- Your posting is at Jessor.

2. Duties and Responsibilities:

You will carry on with the duties and responsibilities entrusted to you and also the duties and responsibilities that may be entrusted to you by the Management from time to time.

4. Transfer:

- Your service is transferable.
- Your Training Period is at least 03 month according to satisfactory of management.
- The management may change your designation, duties and Responsibilities time to time.

5. Salary and Other benefits:

- You will get an allowance of Tk. 5000 (Five thousand) for the accommodation of your training period per month basis according to office policy until further order.

6. Closing of Service:

- The management may terminate your services at any time without notice in running your Training Period.
- The management shall reserve the right to terminate your service at any time, if we find you're guilty of any insubordination, intemperance or misconduct of which the company will be the sole judge.
- You also have right to close your services minimum by 1 month notice and after satisfactory handover of all documents and responsibilities to the management.

7. Secrecy:

- You shall maintain our official secrecy and you shall not divulge to any person or body any information whether during the continuation or after cessation of your employment or indulge in any activity affecting the interest, business or reputation of our organization.
- You will, prior to or upon leaving employment with us, deliver to us any and all records, items and media of any type containing or otherwise relating to any of the confidential business information, whether prepared or acquired by or provided to you.