

CARE Bangladesh

Confirmation of Data & Information of the Existing Employee for Gratuity Payment

Date: 28-Dec-16

Name	Meherun Nesa	Emp#	1019	Designation	Senior Finance Officer
Field Office	BD0001	Gratuity Payment upto:	30-Nov-16	Gratuity Date:	01-Jan-15
Reason	Project Transfer	Project/Dept	Finance	Basic:	54,612
				0	-
Grade	C2	Gratuity Length	1 YY	11 MM	0 DD
Step		Service Length	36 YY	5 MM	27 DD
		LWOP Days	-	LWOP Amount	-
				Rev.Stamp	10.00
Refund GP Fund	-				Total Gatuity
Regular Gratuity Exp	-	AC501130	Gratuity Accrued	157,103	(AC244100) 157,093

Business Unit	ACCT	Dept ID	Fund Code	Project ID	Activity ID	Source Type	Category ID	AMOUNT
BGD01	AC244100	BD0001	US100	UNRTBD9999	9999999999999999	-	-	157,103
BGD01	AC501130	BD0001	US000	SUSPBD0004	1	00001	00031	-

If create
frational
charging

Prepared By: _____
Meherun Nesa
Sr.Finance Officer

Reviewed By: _____
Muhammed Abdul Karim Fakir
Payroll Supervisor

Approved by: _____
Darshana Siriwardena
Finance Controller

Bank Information

EMP#ID	Account Number	Bank Name	Address	District	Email
	X0018550101601	Standard Chartered Bank	Kawran Bazar Branch	Dhaka	meherun.nesa@care.org

Bank letter
for individual
staff or more
then one
staff or office
wise.

BGD01	244100	BD0001	US001	BGD01	UNRTBD9999	9999999999999999	(3,089,131.00)	Gratuity Accrual At ASK
BGD01	AC501130	BD0001	US000	SUSPBD0004	1	00001	00031	-

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