

CARE Bangladesh

Confirmation of Data & Information of the Seperated Employee for Final Payment

22-Dec-16

Name	Md. Baharul Alam	Emp#	24467	Title	Project Officer	CARE-GSK C		
Office	Sunamgonj	Seperation Effective Date:	11-Dec-16	Joining Date	14-Jan-07	Note:		
S. Mode	Resignation	Service Lenth	9 YY	10 MM	27 DD			
Staff Band	C1	Basic:	36,014	H.Allownce	18007	Medical Allowance:	2,000	
TA	2500	FA	2,000.00	LFA	-	Other Allowace	0	
Spe. Allow	0							
Work Day for Basic	6.00	YY-Work Day	260	Work Day- Allowances	10.00			
Fraction Salary (From 01/12/16 to 10/12/16)								
Basic	HA	MA	TA	FA	LFA	Other Allow	Special	
9,973	6,002	667	833	667	-	-	-	
Salary Deduction:(if Any) (From 00/00/00 to 00/00/00)								
Basic	HA	MA	TA	FA	LFA	Other Allow	Special	
	-	-		-		-		
CBEMCSL Share Amount	225,500	CBEMCSL Loan:	192,000	Dividend	-			
CBEMCSL Loan Adjusted	From Regular A/c	-	PF	-	Total CBEMCSL Payment	33,500.00		
Own PF:	269,901	PF Interest:	268,966	PF Mid Term Interest	-	PF Loan	310,000	
Frac PF	997.00	Total PF Payment	500,762	-	MM Sep.Benefit	-		
LWOP	-	Notice Day	5.00	Deduct due to short Notice	8,311	Income Tax	500.00	
Prorata Basic in Lieu of Notice		Other Deduction	-	Rev Stamp	10.00			
Gratuity deduction for LWOP	00 days	Unused AL	1.00	AL Accrued	283			
Festival Bonus expenses	1604	Total F.Bonus	Fractional AL	1,379	AL Payment	1,662	Total Gratuity	
132 Days	Accr Fes. Bonus	19,560	21,164	Regular Gratuity Exp	1,480	Gratuity Accrued	103,602	105,082

(All the above informations have been checked and confirmed with respective Softwares & Ledgers.)

Prepared By: _____
Meherun Nesa
Sr. Finance Officer

Checked & Confirmed by: _____
Muhammed Abdul Karim Fakir
Payroll Supervisor

Checked & Confirmed by: _____
Jafia Khatun
Finance Officer
CBEMCSL
(For CBEMCSL Information & Data only)

QCF CALCULATION SHEET

Name	Md. Baharul Alam		Emp#	24467		Title	Project Officer		CARE-GSK CHW Initiative	
Office	Sunamgonj		Staff Band	C1		Wef	11-Dec-16		Hired on	14-Jan-07
S. Mode	Resignation		Service Lenth	9 YY		10 MM	27 DD		Note:	
Basic:	36,014		H. Allowance	18,007		Medical Allowance:	2000		Transport Allowance:	2,500
FA	2,000		LFA	-		Other Allow	-		Special Allow	-
						Gra. Cal Date				
Working Day for Basic	6.00		YY-Work-Day	260.00		Work Day-HA/MA/TA/LFA/OA/SA:	10.00			
CBEMCSL Share	225,500		CBEMCSL Loan:	192,000		Dividend:	-		10-Dec-16	
Own PF:	269,901		Interest:	268,966		PF Loan	310,000		Add SP wef	
Income Tax	500.00		Unused AL	1.00		Accrual Amt	-		S. Benefit	
Salary Deduction:(if Any)	Basic		Work Day-HA/MA/TA/LFA/OA/SA:				Islam			
No. of days	-		-							
LWOP	-		Notice Day	5.00		AL Accrued	283		F.F/Bonus	21,164
Gratuity deduction for LWOP	0			-		Fractional AL	1,379		Accrual Bonus	19,560
P.Basic	-		Revenue Stamp	10.00		Regular Gratuity Exp	1,480		Fraction Bonus	1,604
						Gratuity Acc:	103,602		Reg SP w e f	01-Aug-16
									01-Jan-15	

Provident Fund			
Own Contribution:	270,898.00		
CARE's Contribution:	270,898.00		
Interest Own & CARE:	268,966.00	CBEMCSL Loan	
Total PF:	810,762.00	Adjusted with PF	
Less: PF Loan/Int:	310,000.00		
Net Payment (PF)	500,762.00		
(Taka Five lac seven hundred sixty two) only			

Severance Pay/Gratuity: (Manual calculation)			
Accrued as of Nov'16:	103,602.00	Add Gratuity	
Adjusted	1,480.00		
Total (Sev Pay):	105,082.00	Regular Gratuity	
Length	710	1.9452	105,082.00
Total Service length	1.9452	Total Gratuity	105,082.00
			-

Provident Fund Calculation:			
Own PF:	269,901.00		
(+/-) Fraction PF:**	997.00		
PF Interest:	134,483.00		
Pf Mid Term Interest:	-		
Total:	405,381.00		
CARE PF:	269,901.00		
(+/-) Fraction PF:	997.00		
PF Interest:	134,483.00		
Pf Mid Term Interest:	-		
Total:	405,381.00		
PF Interest:	268,966.00		
Pf Mid Term Interest:	-		
Total: Upto	268,966.00		
Total PF:	810,762.00		
Note:			
CBEMCSL	PF	REGULAR	TOTAL
33,500	500,762.00	136,232.00	670,494
(Taka Six lac seventy thousand four hundred ninety four) only			

CBEMCSL:			
Share:	225,500.00		
Dividend	-	CBEMCSL Loan Adjusted from	
Total	225,500.00	Regular A/C	PF
Less: Loan/Int:	192,000.00		
Net Payment:	33,500.00		
(Taka Thirty three thousand five hundred) only			

Fraction Salary, Allowances & Benifits:			
Basic Salary:	6.00 Days	9,973.00	9,973.00
H.Allowance:	10.00 Days	6,002.00	6,002.00
M. Allowance:	10.00 Days	667.00	667.00
Transportation:	10.00 Days	833.00	833.00
Field Allowance	10.00 Days	667.00	667.00
Leave Fare Assista	10.00 Days	-	-
Other Allowance	10.00 Days	-	-
Special Allowance	10.00 Days	-	-
(From 01/12/16 to 10/12/16)		-	18,142.00
AL Benefit**	1.00 Days	1,662.18	1,662.00
Frac.F/Bonus	132 Days	21,164.00	21,164.00
Prorata Basic	- Days	-	-
Other Benefits	Days	-	-
Fraction PF:**		-	-
Separation Benefit		-	-
Total :		24,326.18	40,968
136,232.00 (Taka One lac thirty six thousand eight hundred ninety nine) only			

Deductions:			
Basic	- Days	-	-
H.Allowance	- Days	-	-
M. Allowance	- Days	-	-
Transportation:	Days	-	-
Field Allowance	Days	-	-
Leave Fare Assistance	Days	-	-
Other Allowance	Days	-	-
(From 00/00/00 to 00/00/00)		-	-
Fraction PF:**		997.30	997.00
Notice Pay:	5.00 Days	8,310.92	8,311.00
LWOP:	- Days	-	-
Income Tax		500.00	500.00
Other Deduction	Days	-	-
Indemnity		-	-
Revenue Stamp		10.00	10.00
Gratuity deduction for LWOP:		-	-
Total Deduction:		9,818.22	9,818.00

CARE-Bangladesh
STATEMENT OF FINAL PAYMENT

Name: Md. Baharul Alam	EMP# 24467	Position: Project Officer
Office: Sunamgonj	Mode of Separation: Resignation	W.E from: 11-Dec-16
Hired on: 14-Jan-07	Length of service: 9 Year 10 Month 27 Days	

PAID TO THE EMPLOYEE:

SALARY:

1 Basic Salary	Tk.	9,973.00
2 Housing Allowance	Tk.	6,002.00
3 Medical Allowance	Tk.	667.00
4 Transport Allowance	Tk.	833.00
5 Field Allowance:	Tk.	667.00
6 Leave Fare Assistance (LFA)	Tk.	-
7 Other Allowance	Tk.	-
8 Special Allowance	Tk.	-
9 CBEMCSL Share	Tk.	225,500.00
10 CBEMCSL Dividend	Tk.	-
11 Severance Pay/Gratuity	Tk.	105,082.00
12 Provident Fund Own & CARE Cont	Tk.	541,796.00
13 Interest on Provident Fund Own & CARE Cont	Tk.	268,966.00
14 Unused Annual Leave	Tk.	1,662.00
15 Fractiona Festival Bonus 132 Days	Tk.	21,164.00
16 Separation Benefit:	Tk.	-
17 Prorata Basic in lieu of Notice	Tk.	-
18 Fraction PF	Tk.	-
19 Maternity Benefit	Tk.	-
20 Others Payment	Tk.	-

TOTAL PAYMENT

DEDUCTIONS: - Tk. 1,182,312.00

1 Notice Pay:	Tk.	8,311.00
2 Fraction PF: (AC237600-BGD01-CID10054)	Tk.	997.00
3 Income Tax	Tk.	500.00
4 CBEMCSL outstanding loan	Tk.	192,000.00
5 PF outstanding Loan	Tk.	310,000.00
6 Basic Salary	Tk.	-
7 Housing Allowance	Tk.	-
8 Medical Allowance	Tk.	-
9 Transport Allowance	Tk.	-
10 Field Allowance:	Tk.	-
11 Leave Fare Assistance (LFA)	Tk.	-
12 Other Allowance	Tk.	-
13 Special Allowance	Tk.	-
14 Gratuity deduction for LWOP:	Tk.	-
15 Revenue Stamp	Tk.	10.00
		Tk. 511,818.00

Prepared By: Meherun Nesa Checked By: Muhammed Abdul Karim Fakir Date: _____

Tk. 670,494.00

ACKNOWLEDGEMENT RECEIPT

Received: Cheque #	Date:	Tk.	(Regular A/C)
Cheque #	Date:	Tk.	(Provident Fund)
Cheque #	Date:	Tk.	(CBEMCSL)

Total Taka 670,494.00 (Taka Six lac seventy thousand four hundred ninety four) only

I do hereby acknowledge the receipt of the above payment as full and final settlement with CARE-Bangladesh. Even after this payment, I will be bound to pay if any dues to CARE-Bangladesh is found further due to any omission or error.

Name Md. Baharul Alam
EMP# 24467
Date _____

Md. Anwar Hossain
Acting Finance Controller

CARE-Bangladesh
Final Payment Cheque Request/Advise
In favour of the Ex-Employee from
CARE-Bangladesh Regular Account

Please prepare a cheque amounting to Tk. 136,232.00 (Taka One lac thirty six thousand eight hundred ninety nine) only
as full and final payment of the following Ex-Employee due to his/her Resignation from CARE-Bangladesh
service w.e.f 11-Dec-16 as follows:

A. PAID AS UNDER :

SALARY:	Field Allowance		Arrear	Current		
Basic Salary	(AC501100)		0	9973	Tk.	9,973.00
Housing Allowance	(AC501620)		0	6002	Tk.	6,002.00
Medical Allowance		Days	(AC 501400)		Tk.	667.00
Transport Allowance		Days	(AC 501700)		Tk.	833.00
Field Allowance:		Days	(AC 542200)		Tk.	667.00
Leave Fare Assistance (LFA)		Days	(AC-501500)		Tk.	-
Other Allowance		Days	(AC-501410)		Tk.	-
Special Allowance		Days	(AC-501906)		Tk.	-
GRATUITY From	01-01-15	to	11-12-16		Tk.	105,082.00
Total Days	710					
A) Accrued :(AC244100)		Additional	Regular	103,602	103,602	
B) Differential to date: (AC 501130)		Additional	Regular	1,480	1,480	
UNUSED ANNUAL LEAVE :	(AC 241200)	-	Days	283.00	Tk.	1,662.00
B) Differential to date: (AC 501120)		Additional		1,379.00		
Separation Benefit:		-	M.Basic	(AC-501410)	Tk.	-
Prorata Basic in lieu of Notice		0 Days	(AC 501100)		Tk.	-
FRACTION FESTIVAL BONUS :	132 Days				Tk.	21,164.00
A) Accrued Bonus : (AC241310)			Regular	19,560		
B) Differential to date: (AC 501111)		Additional	Regular	1,604		
Special Benefit/Others					Tk.	
TOTAL AS ABOVE:					Tk.	146,050.00

DEDUCTIONS:

Notice Pay:	5.00 Days	(AC501100)	Tk.	8,311.00
Fraction PF: (AC237600-BGD01-CID10054)			Tk.	997.00
Income Tax	(AC-234000-BGD01)		Tk.	500.00
Basic Salary	-	(AC501100)	Tk.	-
Housing Allowance		(AC501620)	Tk.	-
Medical Allowance		(AC 501400)	Tk.	-
Transport Allowance		(AC 501700)	Tk.	-
Field Allowance		(AC 542200)	Tk.	-
Leave Fare Assistance (LFA)		(AC-501500)	Tk.	-
Other Allowance		(AC-501410)	Tk.	-
Special Allowance		(AC-501906)	Tk.	-
Gratuity deduction for LWOP:		(AC 501300)	Tk.	-
Other Deduction			Tk.	-
Revenue Stamp		(AC204100-CID10060)	Tk.	10.00
				Tk. 9,818.00
NET PAYMENT:				Tk. 136,232.00

Ex-Employee Information: Name Md. Baharul Alam
EMP # 24467
Title: Project Officer- CARE-GSK CHW Initiative
Office: Sunamgonj
Joining Date: 14-Jan-07
Seperation Date: 11-Dec-16

Prepared by: _____
Meherun Nesa
Sr. Finance Officer

Checked by: _____
Muhammed Abdul Karim Fakir
Payroll Supervisor

Approved by: _____
Md. Anwar Hossain
Acting Finance Controller

Business Unit	Dept ID	Fund Code	Project ID	Activity	Source Type	Category
BGD01	BD0008	GB313	CGBRBD0099	15	00001	01007

CARE-Bangladesh
Final Payment Cheque Request/Advise
In favour of the Ex-Employee from
CARE-Bangladesh Staff Provident Fund

Please provide a cheque for Tk. 500,762.00 (Taka Five lac seven hundred sixty two) only
as final payment of accumulated fund balance & Interest from CARE-Bangladesh Staff Provident Fund
in favour of the following Ex-employee due to his/her Resignation
from CARE service w.e.f. 11-Dec-16 as follows:

PROVIDENT FUND : Up to 11-Dec-16

Own Contribution	Tk.	270,898.00
CARE's Contribution	Tk.	270,898.00
Interest on Own Contribution	Tk.	134,483.00
Interest on CARE's Contribution	Tk.	134,483.00
		<hr/> 810,762.00
Less : PF Outstanding loan	Tk.	310,000.00
Less: CBEMCSL Outstanding Loan		0.00
Less:		
PROVIDENT FUND CARE'S Contribution	Tk.	0.00
Interest on CARE's Contribution	Tk.	0.00
NET PAYMENT :	Tk.	<hr/> 500,762.00

Ex-Employee Information: **Name** Md. Baharul Alam
EMP # 24467
Title: Project Officer- CARE-GSK CHW Initiative
Office: Sunamgonj
Joining Date: 14-Jan-07
Seperation Date: 11-Dec-16

*Work on interest calculation :

Interest as per ledger as of June 30 '2016	268,966.00
Add. Mid Interest	0.00
TOTAL INTEREST :	<hr/> 268,966.00
Break up as follows :	
Interest on own contribution	134,483.00
Interest on CARE's contribution	134,483.00
Total :	<hr/> 268,966.00

Prepared by: _____
Meherun Nesa
Sr. Finance Officer

Checked by: _____
Muhammed Abdul Karim Fakir
Payroll Supervisor

Approved by: _____
Md. Anwar Hossain
Acting Finance Controller

CARE-Bangladesh
Final Payment Cheque Request/Advise
In favour of the Ex-Employee from

CARE BANGLADESH EMPLOYEES MULTIPURPOSE COOPERATIVE SOCIETY LIMITED

Please prepare a cheque for Tk. 33,500 (Taka Thirty three thousand five hundred) only
as final payment of accumulated shares and dividend of CBEMCSL of the following Ex-Employee due to his/her
Resignation from CARE-BD service w.e.f 11-Dec-16 as follows

CBEMCSL : Up to 11-Dec-16

Total Share	TK.	225,500.00
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Dividend (as of June,2016)	TK.	0.00
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TOTAL:		225,500.00
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Less : Loan	Tk.	192,000.00
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NET PAYMENT:	Tk.	33,500.00
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Ex-Employee Information:	Name	Md. Baharul Alam
	EMP #	24467
	Title:	Project Officer- CARE-GSK CHW Initiative
	Office:	Sunamgonj
	Joining Date:	14-Jan-07
	Seperation Date:	11-Dec-16

Prepared by: _____
Meherun Nesa
Sr. Finance Officer

Checked by: _____
Muhammed Abdul Karim Fakir
Payroll Supervisor

Approved by: _____
Md. Anwar Hossain
Acting Finance Controller

CARE Bangladesh
INCOME TAX CALCULATION

INCOME YEAR : 2016-2017 (JULY'16-JUNE'2017)

ASSESSMENT YEAR:

2016-2017

a) Annual Basic (July'16-June'2017)	Ti >>>>	>>>>	Tk.	250,000
b) Annual House Rent (July'16-June'2017)	Ti	100,000		
Less: Exempted Tk.25,000/= p.m. or 50% of basic, whichever is less Tk.		100,000	>>>>	Tk.
But maximum exempted limit Taka 3,00,000/=				-
c) Annual Medical Allowance (July'16-June'2017)		10,000		
10% of Basic or BDT 120,000 (in a year) of medical allowance		10,000	>>>>	Tk.
whichever is lower				-
d) Festival Bonus received in FY'2017	Tk		>>>>	30,500
e) Annual Transportation Allowance for FY'2017	Ti	12,500		
Less: Exempted Tk.30,000 p.a.	T	12,500	>>>>	Tk.
				-
f) Field Allowance (July '2016-June'2017)	Tk.		>>>>	Tk.
g) Annual Leave Allowance (if any)	Tk.		>>>>	Tk.
h) Working mother benefit (if any)	Tk.		>>>>	Tk.
i) Leave Fair Assistance	Ti	-		-
Less: Exempted upon submission of travel vouchers	T	-	>>>>	Tk.
j) Other Allowance (if any)	Tk.		>>>>	Tk.
k) 5% of basic salary for full time assignment of Org car for official & personal use			>>>>	Tk.
l) Other Income (Ref Appendix A:B1,2,3,4,5)			>>>>	Tk.
i) Special Allowance (if any)			>>>>	Tk.
				-
Total Income before addition of Provident Fund (a+b+c+d+e+f+g+h+i+j+k)	>>>>		Tk.	290,500
m) Add: Provident Fund (Organization Contribution)			>>>>	Tk.
				25,001
TOTAL TAXABLE INCOME :			Tk.	315,501
n) Investment allowance is allowed @ 25% on total income			>>>>	Tk.
before addition of Organization Contribution to P.F or actual or 1,50,00,000/= whichever is less.				72,625
o)i. Income Tax rebate is allowed 15% of Investment on BDT 250,000			>>>>	Tk.
ii. Income Tax rebate is allowed 12% of Investment on BDT 500,000				-
iii. Income Tax rebate is allowed 10% of Investment on the rest of BDT				-
Total Investment :				-
p) Calculation of Tax :	1	male		
i) Income Tax on first Tk.	250,000.00	Tax is nil for male	>>>>	Tk.
ii) Income Tax on next Tk.	400,000.00	Tax is 10%	65,501.00	>>>>
iii) Income Tax on next Tk.	500,000.00	Tax is 15%	(334,499.00)	>>>>
iv) Income Tax on next Tk.	600,000.00	Tax is 20%	(834,499.00)	>>>>
v) Income Tax on balance	3,000,000.00	Tax is 25%	(1,434,499.00)	>>>>
vi) Income Tax on balance		Tax is 30%	(4,434,499.00)	>>>>
TOTAL INCOME TAX (i+ii+iii+iv+v)			>>>>	Tk.
				6,550
q) Less Rebate (n) above			>>>>	Tk.
				-
r) NET TAX PAYABLE			>>>>	Tk.
				6,550
(Minimum Tax Tk.5,000.00, who's total Income exceeds Tk. 2,50,000/3,00,000 and gross/net tax less then Taka.5000)for Dhaka City				
(Minimum Tax Tk.4,000/3,000, who's total Income exceeds Tk. 2,50,000/3,00,000 and gross/net tax less then Taka 4,000/3,000)				
for Other City Coop/Except City Coop.				
i) Less : Refund of Last years' (FY-16) excess deposit against income tax			>>>>	Tk.
(Please confirm by checking the documents of last year/years i.e. IT Return form)				-
ii) Add : Demand of Last year's (FY-16) less deposit against income tax			>>>>	Tk.
(Please confirm by checking the documents of last year i.e. IT Return form)				-
iii) Less: Tax paid during FY-17 (July'16 to June'17)			>>>>	Tk.
				(3,275)
s) BALANCE TAX to be paid before filing of return(o-p -/+q)			>>>>	Tk.
				3,275
				3,275
				3,275

Income Tax Due Tk.

Name of Office CBDO
TIN #

Name & Employee # :
Designation :

Name: _____