

* Attendance

- Device
- Zaman Bhui Prepare Attendance Sheet
- Dept. Head
- Employee Request the Time
 - ↓
 - Dept. Head, Approval -
 - ↓
- Daily Attendance Report.
- Late Attendance 15 mins -
- Absence Late - 12 pm -
- Late Report Monthly
- Late Deduction Process -
- Month Based Deduction -

- Hafizur Rahman -
017550621504

- Aminul Islam -
01730282041

* Employee Loan

Samuda Chemical Complex Limited

TK Bhaban (5th Floor), 13 Kawranbazar.

Salary Sheet For the Month of November 2016

SL No	Name	Designation	Loan	Loan Balance	Basic Salary	House Rent (50% of Basic)	Conveyance (20% of Basic)	Medical (30% of Basic)	Total Salary	Salary Deduction	IOU Deduction	Mess Deduction	Loan Deduction	Tax Deduction	Mobility Deduction	Vehicle Allowance	Special Allowance	PF 5% of Basic	Arrear	Net Salary	Remarks (DBBL-A/C)	
1	Mr. Abu Sulfan Khandokar	Executive, Sales & Marketing			7500	3750	1500	2250	15000			525								14475		
	Total		0	0	7500	3750	1500	2250	15000	0	0	525	0	0	0	0	0	0	0	0	14475	

Attendance + Absence

Monthly Fixed Amount
Monthly Salary

* PF

- Company contribution 100%

- Up to 2 year - Nil

- 2-3 yrs - 50%

- 3+ yrs - 100%

* Gratuity

- Less than 5 yrs - Nil

- 5-10 yrs - 100%

- 10+ yrs - 150%

SAMUDA CHEMICAL COMPLEX LIMITED

Sikirgon, Gazaria, Munshigonj.

	Designation	D.O.J.	Loan Amount	Loan Balance	Attendance	Days Of Month	Basic Salary (50%)	House Rent (50% of Basic)	Conveyance (20% of Basic)	Medical (30% of Basic)	Previous Salary	Total Salary	Attendance Salary	General	Extra	Salary Deduction	Loan Deduction	PF 5% of Basic	Arrear	Net Salary
86		3					25													
1	Md. Akter Hossain	Operator, Brine	15.04.2009		31	31	11550	5775	2310	3465	20100	23100	23100.00	83	9218.00	7	777.00		578	32517.00

of single OT rate.

Subject: Samuda visit

Date: 18 12 2016

Hafizur Rahman

- 0175

MR. Aminur (SPP) - 01730787041

Attendance and Payroll

↳ Late → Employee will apply and Dept head will approve.

↳ Daily attendance sheet.

↳ 9:15 AM in grace time in attendance

↳ 12:00 PM in late absence

↳ Late report monthly

Late deduction → $\frac{\text{Salary (Basic)}}{\text{month day}}$

Payroll

personal loan will be adjusted with salary/payroll

~~***~~ Eid Bonus for special Allowance

Provident fund → 0-2 year (nil)

2-3 " (50%)

2 year (100%)

Gratuity → 05-5 (nil)

5-10 (100% basic)

10 - above (1.5 basic) per year