Important work/Report (per month)

|  |  |  |
| --- | --- | --- |
| **No** | **Type of Work/Report** | **Day/Time** |
| 01 | Month Close | 1---5 |
| 02 | **বাসা কর্তন রিপোর্ট** | ’’ |
| 03 | Income tax | ’’ |
| 04 | ICU Report(Online) | ’’ |
| 05 | GPF Report(Online) | ’’ |
| 06 | Pension Report(Online) | ’’ |
| 07 | Pending Checking |  |
| 08 | EFT Return/Send Back |  |
| 09 | Apa Report |  |
| 9.1 | Apa (1st) | July-Septembar |
| 9.2 | Apa (2nd) | Octobar-Decembar |
| 9.3 | Apa (3rd) | January-March |
| 9.4 | Apa (4th) | April-June |