

Festival Bonus Payment Sheet

Company Name: Example Industries Ltd.

Festival Occasion: Eid-ul-Fitr 2024

Date of Payment: 05-April-2024

Sl.	Employee Name	Designation	Department	Basic Salary (BDT)	Bonus Rate (%)	Bonus Amount (BDT)	Signature
1	Md. Rahim Uddin	Supervisor	Production	28,000	50	14,000	
2	Shamima Nasrin	Accountant	Finance	34,000	50	17,000	
3	Abdur Rob	Officer	HR	31,500	50	15,750	
4	Sadia Parvin	Operator	Production	18,000	50	9,000	
5	Md. Imran Hossain	Helper	Maintenance	15,500	50	7,750	
Total Bonus Amount						63,500	

Important Notes:

- This sheet should be verified and signed by the authorized person before payment.
- Bonus calculations are based on the employee's current basic salary and approved bonus rate.
- Employee signatures acknowledge receipt of the bonus.
- Retain this sheet for audit and record-keeping purposes.
- Amounts are subject to applicable deductions as per company policy and government regulations.