

Reference: Shakti/ Finance /Treasury/EFS/2026/176

Employee Information		Separation Effective Date:	02-Jan-26
Employee Name:	Mayen Uddin Farhad	Length of Service:	0 years 10 Months 24 Days
Employee ID:	22142	Salary paid up to:	30-Nov-25
Post Name:	Microfinance Officer	Separation Type:	Resignation
Branch / Department:	Boroma-Barkal Chattogram	Notice Period:	0 1 Month
Branch / Department Code	0407	Notice Period Completed:	0 Months 29 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	9-Feb-2025	Leave without Pay (Days)	0 Days
Date of Confirmation:	1-Aug-2025	Contact Number	01815639297
Resignation Submission Date	4-Dec-2025	Email ID :	
Last Working Day (As Per Attendance)	1-Jan-2026		

Salary Information	Amount	Day's	Amount
Gross	25,000	32	25,806
A.Total salary Dues			

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity				
B.Total Gratuity Dues				

Additional Payment	Amount
Leave Encashment	4,167
TA & DA / Field trips	4,645
Residential Allowance	-
Motor Cycle Allowance	1,548
Ancholik Allowance	-
Shurakkha Bhata	15,000
Distance Allowance	300
Security Deposit	-
Security Deposit Interest	-
Other Allowance	25,660
C.Total Additional Payment	

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	15,000
Security Deposit	300
Security Deposit Interest	-
One Month Salary	-
Salary (Nov.2024)	600
TA & DA / Field trips	-
Abashaon Rent	15,900
Income Tax	35,566
D.Total Deduction	
E.Total Payable / Receivable (A+B+C-D)	

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)	3,760	PF Loan (Principal)	-
Employees Contribution	-	PF Loan (Interest)	-
Organization Contribution	84	-	-
Profit on Employees Contribution	-	-	-
Profit on Organization Contribution	3,844	Total PF Payable	-
Total			

Total Salary & Others (F)	35,566
Total Provident Fund	3,844
Total End of Service Benefit	39,410
In Words: Thirty Nine Thousand Four Hundred Ten Taka Only.	

Process and Calculation
is Audited by on
supporting documents

Prepared By: 03.06.26
Checked By: 03.06.26

Reviewed By: 03.06.26
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved: 03.06.26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 39,410 Received From: Paid To Shakti Foundation
In Words: Thirty Nine Thousand Four Hundred Ten Taka Only.

Signature & Date: