

Employee Information

Employee Name:	Litan Kumar	Separation Effective Date:	11-Mar-25
Employee ID:	21446	Length of Service:	0 years 5 Months 11 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	28-Feb-25
Branch / Department:	Pirgonj Thakurgaon	Separation Type:	Discontinuation of Service
Branch / Department Code	60010611	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	2 Months 11 Days
Date of joining:	28-Sep-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01743754291
Last Working Day	10-Mar-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	6	3,484
A.Total salary Dues			3,484

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	387
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Deu Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	681
Over Time (March & April,2025)	-
C.Total Additional Payment	16,068

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	15,843
Mobile Phone Subsidy	2,476
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	18,619
E.Total Payable / Receivable (A+B+C-D)	933

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	933
Total Provident Fund	
Total End of Service Benefit	933
Nine Hundred Thirty Three Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By

Checked By

Reviewed By

Approved By

Employee Acknowledgement

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged WomenBDT 933 received From ☐ Paid to Shakti Foundation ☐

Receiver's Name:

Signature & Date:

In Words: Nine hundred Thirty Three Taka Only.

checked by
MDV.

Approved By
Md. Abdul Hanny
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

21446

02. Account Holder Name:

LITAN KUMAR

03. Bank Account No:

1071260029936

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

Bogura

06. Employee Mobile No:

01743754291

07. Employee Name & Signature:



Verified By Supervisor's

Name (BM): MD. NURUZZAMAN

EIN: 16483

Signature: 

Date:

27.9.25

Md. Nuruzzaman
Branch Manager E.I.N-16483
Shakti Foundation, Pirgonj (0611)
Thakurgaon.

Verified By Supervisor's

Name (AS): MD. SAFIRUL ISLAM

EIN:

13596

Signature:

Date:


Md. Safirul Islam
Area Supervisor
Thakurgaon Area
Shakti Foundation