

Employee Information

Employee Name:	Ariful Islam	Separation Effective Date:	20-Aug-25
Employee ID:	18332	Length of Service:	3 years 0 Months 7 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Mirpur 1 Dhaka	Separation Type:	No Longer in Service
Branch / Department Code	0084	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Days
Date of joining:	13-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	
Last Working Day	19-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,360	17	15,004
A.Total salary Dues			15,004

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,468
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Cash	-
C.Total Additional Payment	2,468

Deductions	Amount (\$)
Financial Misappropriation	-
Unsettled Staff Advance	71,123
Motorcycle Loan	-
Mobile Phone Handset Loan	14,866
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	86,988
E.Total Payable / Receivable (A+B+C-D)	(69,516)

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	31,614	PF Loan (Principal)	-
Organization Contribution	31,614	PF Loan (Interest)	-
Profit on Employees Contribution	3,144		-
Profit on Organization Contribution	3,144		-
Total	69,516	Total PF Payable	-

Total Salary & Others (E)	(69,516)
Total Provident Fund	69,516
Total End of Service Benefit	-
Sixty One Thousand Five Hundred Nineteen only	

Prepared By: *M. Rahman* 18.12.25
 Checked By: *Ariful Hasan* 17.12.25

Process and Calculation
 Is Audited based on
 supporting documents

Reviewed By: *Ariful Hasan*
 Director

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

Employee Acknowledgement

BDT ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Sixty One Thousand Five Hundred Nineteen only

checked by *MDA*