

Employee Information

Employee Name:	Mohammad Ramjan Mallick	Separation Effective Date:	27-Jul-23
Employee ID:	19335	Length of Service:	0 years 6 Months 26 Days
Post Name:	Regional Head	Salary paid up to:	30-Jun-23
Branch / Department:	Dhaka South Regional Office	Separation Type:	No longer in service
Branch / Department Code	40010002	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Days
Date of joining:	1-Jan-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01722385977
Last Working Day	26-Jul-2023	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	70,500	24	54,581
A.Total salary Dues			54,581

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

Additional Payment	Amount
Retirement Allowance	-
Base Allowance / Field trips	-
Other Allowance	5,806
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	5,806

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Income Tax	250
DSA	903
D.Total Deduction	1,153
E.Total Payable / Receivable (A+B+C-D)	59,234

Provident Fund

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)	59,234
Total Provident Fund	-
Total End of Service Benefit	59,234
In Words: Fifty Nine Thousand Two Hundred Thirty Four Taka Only.	

Prepared By

04-09-25

Checked By

Process and Calculation
is Audited based on
supporting documents

Reviewed By

Kamrul Hasan

Director

Approved By

MD. ALI HANIF
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT

59,234

Received From/

Paid To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

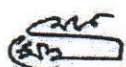
Signature & Date:

In Words: Fifty Nine Thousand Two Hundred Thirty Four Taka Only.

checked by
AAW

Employee Personal Bank Account Information

Required Information

01. Employee EIN : 19335
02. Account Holder Name: Mohammad Ramjan Malik
03. Bank Account No: 4648101009872
04. Bank Name: PUBALI BANK LIMITED
05. Bank Branch Name: Ring Road Branch
06. Employee Mobile No: 01722385977
07. Employee Name & Signature: Mohammad Ramjan Malik 

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:



Md. Nazmul Haque
Zonal Head
Microfinance Program
Initiative for Disadvantaged Women

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: