

Employee Information

Employee Name:	Md. Johurul Islam	Separation Effective Date:	20-Dec-24
Employee ID:	20316	Length of Service:	1 years 1 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-24
Branch / Department:	Boalia Rajshahi	Separation Type:	Resignation
Branch / Department Code	0058	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 29 Days
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	21-Nov-2024	Contact Number	0171798373
Last Working Day	19-Dec-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	19	14,097
A.Total salary Dues			14,097

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	527
Over Time (March & April,2025)	-
C.Total Additional Payment	16,753

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	7,780
Security Deposit	3,499
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	11,579
	19,271

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	205		-
Profit on Organization Contribution	-		-
Total	6,645	Total PF Payable	-

Total Salary & Others (E)	19,271
Total Provident Fund	6,645
Total End of Service Benefit	25,916
Twenty Five Thousand Nine Hundred Sixteen Taka Only.	

Prepared By	09.12.25	Checked By	09.12.25	Reviewed By	10/12/2025	Approved By	10/12/25
Employee Acknowledgement				Director			
BDT 25,916				Internal Audit and Legal Department			
Received From/				Paid To Shakti Foundation			
In Words: Twenty Five Thousand Nine Hundred Sixteen Taka Only.				Signature & Date:			

Process and Calculation
is Audited based on
supporting documents

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

checked by
MAY

Employee Personal Bank Account Information

Required Information

01. Employee EIN : 20316
02. Account Holder Name: M.D. Johurul Islam
03. Bank Account No: 1059766140001
04. Bank Name: Brac, Bank
05. Bank Branch Name: Bogra Branch
06. Employee Mobile No: 01717298373


07. Employee Name & Signature:

নাম: মোঃ জাহুরুল ইসলাম
স্বাক্ষর

Verified By Supervisor's

Name (BM): Miss Rozida

EIN: 12974

Signature: 

Date: 13.03.25

Verified By Supervisor's

Name (AS): Md. Alamgir Hossain

EIN: 04787

Signature: 

Date: 13-03-25

Md. Alamgir Hossain
Area Supervisor, EIN-04787
Shakti Foundation