

Reference: Shakti/ Finance /Treasury/EFS/2025/496

Employee Information

Employee Name:	Mirja Tanvir Ahammed	Separation Effective Date:	04/Aug/25
Employee ID:	19288	Length of Service:	2 years 7 Months 30 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Hemayetpur Dhaka SME	Separation Type:	Resignation
Branch / Department Code	0494	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	5-Dec-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01309094500
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	34	27,244
A.Total salary Dues			27,244

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,466
Over Time (March & April,2025)	-
C.Total Additional Payment	22,401

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	49,045

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	25,712	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,416	-	-
Profit on Organization Contribution	-	-	-
Total	28,128	Total PF Payable	-

Total Salary & Others (E)	49,045
Total Provident Fund	28,128
Total End of Service Benefit	77,173

Seventy Seven Thousand One Hundred Seventy Three Taka Only.

Prepared By: *[Signature]* 26.10.25
 Checked By: *[Signature]* 26.10.25

Process and Calculation
 is Audited based on
 supporting documents

Reviewed By: *[Signature]* 27.10.25
 Kamrul Hasan

Approved By: *[Signature]*
 Md. Asadul Halim
 Joint Director &
 Head of Finance
 Shakti Foundation
 Approved By: *[Signature]*
 Advantaged Women

Employee Acknowledgement

BDT 77,173	Received From/	Paid To Shakti Foundation	Director Internal Audit and Legal Department Receiver's Name: Signature & Date:
Seventy Seven Thousand One Hundred Seventy Three Taka Only.			

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19288

02. Account Holder Name:

Mirza Tanvir Ahammed

03. Bank Account No:

1054417900001

04. Bank Name:

BRAC BANK Ltd

05. Bank Branch Name:

Jashore Branch

06. Employee Mobile No:

01309094500

07. Employee Name & Signature:

Mirza Tanvir ahammed 

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:



Md. Shaiful Islam
Branch Manager
EIN No-08855
Shakti Foundation

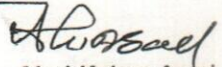
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Abul Kalam Azad
A/S Hemayetpur Area (SME)
EIN-17524
Shakti Foundation
Saver Region, Dhaka.