

Reference: Shakti/ Finance /Treasury/EFS/2025/362
Employee Information

Employee Name:	Rahima Akter	Separation Effective Date:	27-Oct-25
Employee ID:	19199	Length of Service:	2 years 11 Months 0 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Khajurabazar Jashore	Separation Type:	Resignation
Branch / Department Code	0399	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	27-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Sep-2025	Contact Number	01986086943
Last Working Day(As per Attendance)	26-Oct-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	24,840	56	45,674
A.Total salary Dues			45,674

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,677
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,206
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,488
Over Time (March & April,2025)	-
C.Total Additional Payment	23,371

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	69,045

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	27,700	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	3,525		-
Profit on Organization Contribution	-		-
Total	31,225	Total PF Payable	-

Total Salary & Others (E)	69,045
Total Provident Fund	31,225
Total End of Service Benefit	100,270
One Lakh Two Hundred Seventy only	

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rakon 20.04.26
Checked By M. Anwar Hossain 20.04.26

Md. Anwar Hossain
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	
BDT 100,270	Received From/ Paid To Shakti Foundation for Disadvantaged Women
One Lakh Two Hundred Seventy only	Receiver's Name: Signature & Date:

checked by
MOT