

Employee Information

Employee Name:	Md. Yeasin	Separation Effective Date:	14-Nov-25
Employee ID:	13603	Length of Service:	6 years 6 Months 17 Days
Post Name:	Driver	Salary paid up to:	31-Oct-25
Branch / Department:	Administration Department	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	28-Apr-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Nov-2025	Contact Number	01731011077
Last Working Day	13-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	22,500	13	9,750
A.Total salary Dues			9,750

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

Additional Payment	Amount
Additional Payment	22,500
TA & DA / Field trips	-
Retirement Allowance	67,500
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (Nov,2025)	2,510
C.Total Additional Payment	92,510

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	1,039
Mobile Phone Handset Loan	3,899
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	4,938
E.Total Payable / Receivable (A+B+C-D)	97,322

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)	97,322
Total Provident Fund	-
Total End of Service Benefit	97,322

In Words: Ninety Seven Thousand Three Hundred Twenty Two Taka Only.

Process and Calculation
is Audited based on
supporting documents

Prepared By

09.12.25

Checked By

09.12.25

Reviewed By

Director

Approved

Employee Acknowledgement

BDT 97,322 received From/ paid To Shakti Foundation

Signature & Date:

In Words: Ninety Seven Thousand Three Hundred Twenty Two Taka Only.

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Mr. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

13603

02. Account Holder Name:

Md. Yeasin

03. Bank Account No:

Pubali Bank Limited (0175101083783)

04. Bank Name:

Pubali Bank Limited

05. Bank Branch Name:

Mohammadpur, Dhaka - North

06. Employee Mobile No:

01731011077



07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


18/11/25
Riaz Hosen
Manager
Administration Department
Shakti Foundation for
Disadvantaged Women