

Employee Information

Employee Name:	Junaid Mia	Separation Effective Date:	05-Sep-25
Employee ID:	22700	Length of Service:	0 years 1 Months 23 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Sadar Sherpur.	Separation Type:	Resignation
Branch / Department Code	0136	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 30 Days
Date of joining:	13-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Aug-2025	Contact Number	01974988188
Last Working Day	4-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	35	20,400
A.Total salary Dues			20,400

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	-
C.Total Additional Payment	17,267

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	15,000
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	15,600
	22,067

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)	22,067
Total Provident Fund	-
Total End of Service Benefit	22,067
Twenty Two Thousand Sixty Seven only	

Prepared By M. Rahman 09.12.25
Checked By M. Rahman 09.12.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By Kamrul Hasan 10/12/25
Director

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

Employee Acknowledgement

BDT 22,067 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

Twenty Two Thousand Sixty Seven only

checked by
M. Rahman

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22700

02. Account Holder Name:

JUNAID MIA

03. Bank Account No:

2205211016422

04. Bank Name:

Prime bank

05. Bank Branch Name:

IBRAHIMPUR BRANCH (170262086)

06. Employee Mobile No:

01974-988188

07. Employee Name & Signature:


Junaid



Verified By Supervisor's

Name (BM): Mahadi Hasan Subra

EIN: 10799

Signature: 

Date: 4-9-25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: