

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/507

Date:11-11-2025

Employee Information

Employee Name:	Laizu Aktar	Separation Effective Date:	28-Jun-23
Employee ID:	12546	Length of Service:	4 years 9 Months 12 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Jun-23
Branch / Department:	Madhabdi Narsingdi	Separation Type:	Resignation
Branch / Department Code	0176	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	16-Sep-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	27-Jun-2023	Contact Number	01783557064
Last Working Day	27-Jun-2023	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,200	0	-
A.Total salary Dues			

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	13,500
Security Deposit Interest	233
Over Time (March & April,2025)	-
C.Total Additional Payment	13,733

Deductions	Amount (S)
Financial Misappropriation	1,000
Motorcycle Loan	-
Mobile Phone Handset Loan	2,240
Mobile Phone Subsidy	1,599
One Month Salary	23,200
Abashon Rent	-
Salary	3,867
Shurakkha Bhata	200
Field trips & Conveyance	500
Snacks Allowance	33
Income Tax	-
D.Total Deduction	32,639
E.Total Payable / Receivable (A+B+C-D)	(18,906)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	33,271	PF Loan (Principal)	-
Organization Contribution	33,271	PF Loan (Interest)	-
Profit on Employees Contribution	4,657		-
Profit on Organization Contribution	4,656		-
Total	75,855	Total PF Payable	-

Total Salary & Others (E)	(18,906)
Total Provident Fund	75,855
Total End of Service Benefit	56,949
In Words: Fifty Six Thousand Nine Hundred Forty Nine Taka Only.	

Process and Calculation
is Audited based on
supporting documents

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

Prepared By *M. Rahman* 11-11-25
Checked By *M. K. A. S.*

Reviewed By *M. K. A. S.* 12/11/25
Director

Employee Acknowledgement

BDT 56,949	Received From/	Paid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Fifty Six Thousand Nine Hundred Forty Nine Taka Only.				

checked by *ASD*

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12546

02. Account Holder Name:

LAIZU AKTAR

03. Bank Account No:

1281030412200

04. Bank Name:

Dutch-Bangla Bank Limited

05. Bank Branch Name:

Simrail Branch

06. Employee Mobile No:

01783557064

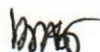
07. Employee Name & Signature:

Laizu aktar Laizu

Verified By Supervisor's

Name (BM): MD: Shafikul Islam

EIN: 19495


Signature: 

Date: 02/06/20

Verified By Supervisor's

Name (AS): Zakir Hossain Mui

EIN: 13044

Signature: 

Date: 08/08/20