

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/470
Employee Information

Date:13-10-2025

Employee Name:	Md. Nasir Uddin	Separation Effective Date:	17/Jul/25
Employee ID:	22406	Length of Service:	0 years 3 Months 4 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-May-25
Branch / Department:	Homna Cumilla	Separation Type:	Resignation
Branch / Department Code	0448	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 1 Days
Date of joining:	13-Apr-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Jun-2025	Contact Number	01741326232
Last Working Day	16-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	46	27,290
A.Total salary Dues			27,290

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,032
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	225
Over Time (March & April,2025)	-
C.Total Additional Payment	18,257

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	225
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,825
E.Total Payable / Receivable (A+B+C-D)	29,722

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)	29,722
Total Provident Fund	-
Total End of Service Benefit	29,722
Twenty Nine Thousand Seven Hundred Twenty Two Taka Only.	

Prepared By: *M Rahman* 13.10.25
Checked By: *[Signature]* 13.10.25

Process and Calculation is based on supporting documents

Director

Internal Audit and Legal Department

Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 29,722 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Twenty Nine Thousand Seven Hundred Twenty Two Taka Only.

Receiver's Name: *Md. Abdul Halim*

Signature & Date: *[Signature]*

Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22406

02. Account Holder Name:

Md. Nasir Uddin

03. Bank Account No:

2129212018106

04. Bank Name:

Prime Bank

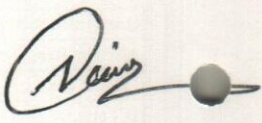
05. Bank Branch Name:

Prime Bank Bogra Branch

06. Employee Mobile No:

01741-326232


07. Employee Name & Signature:

Md. Nasir uddin 

Verified By Supervisor's

Name (BM): 

EIN: 04642

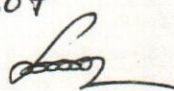
Signature: 

Date: 01-07-25

Verified By Supervisor's

Name (AS): Md. Shamsul Huda

EIN: 04307

Signature: 

Date: 16.07.25