

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/183

Date:25-05-2025

Employee Information

| | | | |
|-----------------------------|-----------------------|---------------------------------|-------------------------|
| Employee Name: | Tamanna Yesmin | Separation Effective Date: | 03-Jan-25 |
| Employee ID: | 19812 | Length of Service: | 1 years 5 Months 4 Days |
| Post Name: | Micro Finance Officer | Salary paid up to: | 30-Nov-24 |
| Branch / Department: | Mirerbazar Gazipur | Separation Type: | Resignation |
| Branch / Department Code | 0315 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Months 30 Days |
| Date of joining: | 30-Jul-2023 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Jan-2024 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 4-Dec-2024 | Contact Number | 01887910204 |
| Last Working Day | 2-Jan-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 23,000 | 33 | 24,484 |
| A.Total salary Dues | | | 24,484 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Security Allowance & Field Trips | - |
| Base Allowance / Field trips | 2,129 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Protection Allowance | 1,277 |
| Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | 150 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 18,556 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | - |
| Abashon Rent | - |
| Others | - |
| D.Total Deduction | - |
| E.Total Payable / Receivable (A+B+C-D) | 43,040 |

| Provident Fund | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Particular (S) | | | |
| Employees Contribution | 10,120 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 415 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 10,535 | Total PF Payable | - |

| | |
|---|---------------|
| Total Salary & Others (E) | 43,040 |
| Total Provident Fund | 10,535 |
| Total End of Service Benefit | 53,575 |
| In Words: Fifty Three Thousand Five Hundred Seventy Five Taka Only. | |

Prepared By M Rahman 25.05.25
Checked By 25.05.25

**Process and Calculation
is Audited based on
supporting documents**

Reviewed By Kamruzzaman
26/5/2025
Director

Approved By M Abdul Hakim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 53,575 ☐ eived From/ ☐ To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

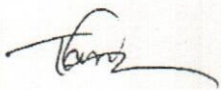
Signature & Date:

In Words: Fifty Three Thousand Five Hundred Seventy Five Taka Only.

checked by Ms

Employee Personal Bank Account Information

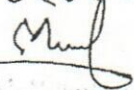
Required Information

01. Employee EIN :
02. Account Holder Name:
03. Bank Account No:
04. Bank Name:
05. Bank Branch Name:
06. Employee Mobile No:
07. Employee Name & Signature: TAMANNA YESMIN - 

Verified By Supervisor's

Name (BM): Md. Mukul Islam

EIN: 52246

Signature: 

Date: 

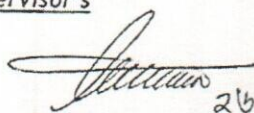
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

 26/12/28
Tapan Kumar Dey
EIN-01207
Area Supervisor
Shakti Foundation.