

**Shakti Foundation For Disadvantaged Women  
Employee Final Settlement**

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/186

Date:29-05-2025

**Employee Information**

Employee Name:	Shemul Saha	Separation Effective Date:	07-Feb-25
Employee ID:	21788	Length of Service:	0 years 2 Months 6 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jan-25
Branch / Department:	Noapara, Raozan	Separation Type:	Resignation
Branch / Department Code	0568	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 2 Days
Date of joining:	1-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Feb-2025	Contact Number	01860102010
Last Working Day	6-Feb-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	6	3,857
<b>A.Total salary Dues</b>			<b>3,857</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	429
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Protection Allowance	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>15,429</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	18,000
Abashon Rent	300
Others	-
<b>D.Total Deduction</b>	<b>33,300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>(14,014)</b>

**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	-		-
<b>Total</b>		<b>- Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>(14,014)</b>
<b>Total Provident Fund</b>	<b>-</b>
<b>Total End of Service Benefit</b>	<b>(14,014)</b>
Fourteen Thousand Fourteen Taka Only.	

Prepared By M Rahman 29.05.25

Checked By [Signature] 29.05.25

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

Reviewed By [Signature] 29.05.25  
Director

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By [Signature]  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT (14,014) ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

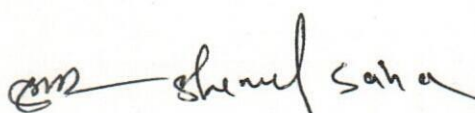
In Words: Fourteen Thousand Fourteen Taka Only.

*checked by  
May*



# 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: 

## Verified By Supervisor's

Name (BM): Namita Rani Debi

EIN: 04180

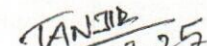
Signature: 

Date: 06.02.25

## Verified By Supervisor's

Name (AS): S.M TANZIR HOSSAIN

EIN: 13494

Signature: 

Date:

S.M Tanjir Hossain  
Area Supervisor Ein-13494  
Sukti Foundation