

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/430

Date:22-09-2025

Employee Information

Employee Name:	Durjoy Mojumder	Separation Effective Date:	26-Aug-24
Employee ID:	15549	Length of Service:	3 years 6 Months 12 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-24
Branch / Department:	Noapara, Raozan	Separation Type:	Resignation
Branch / Department Code	0568	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	14-Feb-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Aug-2024	Contact Number	01910291932
Last Working Day	25-Aug-2024	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	26,000	25	20,968
A.Total salary Dues			20,968

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,613
DSA	-
Motor Cycle Allowance	1,210
Ancholik Allowance	1,210
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	1,339
One Month Salary	26,000
C.Total Additional Payment	43,372

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	26,300
E.Total Payable / Receivable (A+B+C-D)	38,040

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	29,750	PF Loan (Principal)	-
Organization Contribution	29,750	PF Loan (Interest)	-
Profit on Employees Contribution	3,852		-
Profit on Organization Contribution	3,851		-
Total	67,203	Total PF Payable	-

Total Salary & Others (E)	38,040
Total Provident Fund	67,203
Total End of Service Benefit	105,243
One lakh Five Thousand Tow Hundrad Forty Three	

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

Mr. Abdul Halim
Senior Director &
Finance
Shakti Foundation
for Disadvantaged Women

Prepared By: *[Signature]* 22-09-25
Checked By: *[Signature]* 22-09-25

Reviewed By: *[Signature]* 24/9/25
Kamrul Hasan
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement	Signature & Date:
BDT 105,243 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
One lakh Five Thousand Tow Hundrad Forty Three	

checked by
AAOV

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

15549

02. Account Holder Name:

Durjoy Mozumder

03. Bank Account No:

019612600000213

04. Bank Name:

FIRST SECURITY ISLAMIC BANK LTD

05. Bank Branch Name:

Dahartoli Chowmohoni

06. Employee Mobile No:

01910291932

07. Employee Name & Signature:

Durjoy Mozumder
Durjoy

Verified By Supervisor's

Name (BM): Md. Humayun Kabir

EIN: 15278

Signature:

Date: 25.08.2024

Verified By Supervisor's

Name (AS): S.M. TANJIR HOSSAIN

EIN: 13494

Signature:

Date:

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