

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/531

Date:28-06-2026

Employee Information

Employee Name:	Sharmin Akter	Separation Effective Date:	15-Dec-23
Employee ID:	18059	Length of Service:	1 years 4 Months 28 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-23
Branch / Department:	Gazipur-Chowrasta Gazipur	Separation Type:	Resignation
Branch / Department Code	0313	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 5 Days
Date of joining:	17-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Dec-2023	Contact Number	01784137288
Last Working Day(As per Attendance)	14-Dec-2023	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	14	10,387
A.Total salary Dues			10,387

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	903
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	542
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	1,445

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	23,000
Abashon Rent	-
Income Tax	-
D.Total Deduction	23,000
E.Total Payable / Receivable (A+B+C-D)	(11,168)



Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	11,000	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	416		-
Profit on Organization Contribution	-		-
Total	11,416	Total PF Payable	-

Total Salary & Others (E)	(11,168)
Total Provident Fund	11,416
Total End of Service Benefit	248
Two Hundred Forty Eight only	

Process and Calculation
is Audited based on
supporting documents

Prepared By 28-06-26 Checked By 28-06-26

28-06-26
Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

28-06-26
Abdur Halim
Manager Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 248 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

Two Hundred Forty Eight only

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

18069

02. Account Holder Name:

SHARMIN AKTER

03. Bank Account No:

10 52783270001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

CHUMILLA SME / KRISHI BRANCH

06. Employee Mobile No:

01784107288

07. Employee Name & Signature:

SHARMIN AKTER

Sharmin

Verified By Supervisor's

Name (BM): Md. Aminul Islam

EIN: 08727

Signature:

Date: 23.04.2024

Verified By Supervisor's

Name (AS): Tapan Dey.

EIN: 01202

Signature:

Date:

23.04.24