

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

Reference: Shakti/ Finance /Treasury/ EFS/2025/384

Date: 08-09-2025

Employee Information

Employee Name:	Md. Nur Islam	Separation Effective Date:	05-Dec-24
Employee ID:	15423	Length of Service:	3 years 11 Months 9 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-24
Branch / Department:	Elenga Tangail	Separation Type:	Resignation
Branch / Department Code	60010456	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	26-Dec-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2024	Contact Number	01750900391
Last Working Day	4-Dec-2024	Email ID :	

Salary Information

Gross	Amount	Day's	Amount
A.Total salary Dues	25,597	34	28,900
			28,900

Gratuity Information

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

Additional Payment

Leave Encashment		Amount
TA & DA / Field trips		-
DSA		-
Motor Cycle Allowance		2,258
Ancholik Allowance		-
Shurakkha Bhata		-
Distance Allowance		-
Security Deposit		-
Security Deposit Interest		3,000
Over Time (March & April, 2025)		15,000
C.Total Additional Payment		1,674
		21,932

Deductions

Financial Misappropriation		Amount (S)
Motorcycle Loan		-
Mobile Phone Handset Loan		-
Mobile Phone Subsidy		-
Security Deposit		15,395
Security Deposit Interest		1,699
One Month Salary		-
Abashon Rent		-
Income Tax		-
D.Total Deduction		600
E.Total Payable / Receivable (A+B+C-D)		17,694
		33,138

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	35,702	PF Loan (Principal)	-
Organization Contribution	35,702	PF Loan (Interest)	-
Profit on Employees Contribution	4,519		-
Profit on Organization Contribution	4,518		-
Total	80,441	Total PF Payable	-

Total Salary & Others (E)

Total Provident Fund	33,138
Total End of Service Benefit	80,441
One Lac Thirteen Thousand Five Hundred Seventy Nine Taka Only.	113,579

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

Prepared By: 08.09.25

Checked By: 08.09.25

Employee Acknowledgement

BDT 113,579 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: One Lac Thirteen Thousand Five Hundred Seventy Nine Taka Only.

Reviewed By: 9/9/25
Kamrul Hasan
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Signature & Date:

Approved By: 08.09.25
Md. Kamrul Hasan
Senior Director & Head of Finance
Shakti Foundation
for Disadvantaged Women

Checked by: 08.09.25

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

15423

02. Account Holder Name:

MD. NUR ISLAM

03. Bank Account No:

2111030326422

04. Bank Name:

Dutch Bangla Bank Limited

05. Bank Branch Name:

Pallabi Branch

06. Employee Mobile No:

01750900391


07. Employee Name & Signature:

MD. Nuris Samy

Verified By Supervisor's

Name (BM): MD. Antoruszaman

EIN: 04314

Signature: 

Date: 04-12-2024

Verified By Supervisor's

Name (AS):

EIN:

Signature: 

Date:

