

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/352

Date:11-04-2026

Employee Information

Employee Name:	Sharmin Sultana	Separation Effective Date:	05-Dec-25
Employee ID:	21572	Length of Service:	1 years 1 Months 8 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Sadar Pirojpur	Separation Type:	Resignation
Branch / Department Code	0198	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	27-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2025	Contact Number	01975897289
Last Working Day(As per Attendance)	4-Dec-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,968
A.Total salary Dues			25,968

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	1	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,258
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,355
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	604
Over Time (March & April,2025)	-
C.Total Additional Payment	19,217

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	45,185

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	261		-
Profit on Organization Contribution	-		-
Total	6,701	Total PF Payable	-

Total Salary & Others (E)	45,185
Total Provident Fund	6,701
Total End of Service Benefit	51,886

Prepared By M. Rahman 11.04.26
Checked By [Signature] 11.04.26

Process and Calculation
is Audited based on
supporting documents

Md. Asadul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 51,886 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Fifty Two Thousand Four Hundred Fifty One only

checked by [Signature]

Employee Personal Bank Account Information

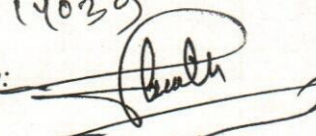
Required Information

01. Employee EIN : 21572
02. Account Holder Name: SHARMIN SULTANA
03. Bank Account No: 1071260032963
04. Bank Name: Eastern Bank Plc.
05. Bank Branch Name: Eastern Bank Bogura Branch
06. Employee Mobile No: 01975897289
07. Employee Name & Signature: 
Sharmin sultana

Verified By Supervisor's

Name (BM): MD. Jobaerul Hossain

EIN: 14039

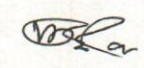
Signature: 

Date: 4.12.2025

Verified By Supervisor's

Name (AS): MD. Masud Rana

EIN: 08468

Signature: 

Date: 8.12.25

Md. Masud Rana
Area Supervisor
Shakti Foundation