

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/540

Date:25-10-2025

Employee Information

Employee Name:	Abbas Ali	Separation Effective Date:	26-Aug-25
Employee ID:	22203	Length of Service:	0 years 6 Months 10 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Sadar Naogaon	Separation Type:	Discontinuation of Service
Branch / Department Code	0079	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	16-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01741243963
Last Working Day	25-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	25	14516
A.Total salary Dues			14,516

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	1,613
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
One Month Salary	300
C.Total Additional Payment	16,913

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	31,129

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	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	31,129
Total Provident Fund	-
Total End of Service Benefit	31,129
In Words: Thirty One Thousand One Hundred Twenty Nine Taka Only.	

Prepared By: *M. Rahman* 26.10.25
 Checked By: *26.10.25*
 Reviewed By: *27.10.25*
 Approved By: *27.10.25*
 Director: *Kamrul Hasan*
 Senior Director & Head of Finance: *Md. Abdul Halim*
 Shakti Foundation for Disadvantaged Women

Employee Acknowledgement	Director
BDT 31,129	Received Name:
Received From/	Signature & Date:
Paid To Shakti Foundation	
In Words: Thirty One Thousand One Hundred Twenty Nine Taka Only.	

Checked by
AAA

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

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02. Account Holder Name:

ABBAS ALI

03. Bank Account No:

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04. Bank Name:

PRIME BANK

05. Bank Branch Name:

BOGRA BRANCH

06. Employee Mobile No:

01741343963

07. Employee Name & Signature:


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Verified By Supervisor's

Name (BM): Mr. Aktaruzzaman

EIN: 04317

Signature: 

Date: 27-8-2025

Verified By Supervisor's

Name (AS): Kh. Selim Hossain

EIN: 14317

Signature: 

Date: 10-09-25