

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

Reference: Shakti/ Finance /Treasury/EFS/2025/415

Date:22-09-2025

**Employee Information**

|                             |                      |                                 |                          |
|-----------------------------|----------------------|---------------------------------|--------------------------|
| Employee Name:              | Md. Sumon Miah       | Separation Effective Date:      | 26/May/25                |
| Employee ID:                | 20709                | Length of Service:              | 1 years 2 Months 23 Days |
| Post Name:                  | Microfinance Officer | Salary paid up to:              | 31-Mar-25                |
| Branch / Department:        | Chauddagram Cumilla  | Separation Type:                | Dismiss                  |
| Branch / Department Code    | 0218                 | Notice Period:                  | 0 Month                  |
| Employment Type:            | Permanent            | Notice Period Completed:        | 0 Month                  |
| Date of joining:            | 3-Mar-2024           | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:       | 1-Aug-2024           | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date |                      | Contact Number                  | 01610151213              |
| Last Working Day            | 25-May-2025          | Email ID :                      | -                        |

| Salary Information  | Amount | Day's | Amount |
|---------------------|--------|-------|--------|
| Gross               | 9,200  | 55    | 20,759 |
| A.Total salary Dues |        |       | 20,759 |

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

| Additional Payment              | Amount |
|---------------------------------|--------|
| Leave Encashment                | -      |
| TA & DA / Field trips           | 4,355  |
| DSA                             | -      |
| Motor Cycle Allowance           | -      |
| Ancholik Allowance              | -      |
| Shurakkha Bhata                 | -      |
| Due Distance Allowance          | 2,000  |
| Security Deposit                | 15,000 |
| Security Deposit Interest       | 681    |
| Over Time ( March & April,2025) | -      |
| C.Total Additional Payment      | 22,036 |

| Deductions                             | Amount (S) |
|--|------------|
| Financial Misappropriation             | -          |
| Motorcycle Loan                        | -          |
| Mobile Phone Handset Loan              | -          |
| Mobile Phone Subsidy                   | -          |
| Security Deposit                       | -          |
| Security Deposit Interest              | -          |
| One Month Salary                       | -          |
| Abashon Rent                           | 600        |
| Income Tax                             | -          |
| D.Total Deduction                      | 600        |
| E.Total Payable / Receivable (A+B+C-D) | 42,195     |

| Provident Fund                      |            |                     |            |
|-------------------------------------|------------|---------------------|------------|
| Particular (S)                      | Amount (S) | Particular (S)      | Amount (S) |
| Employees Contribution              | 7,360      | PF Loan (Principal) | -          |
| Organization Contribution           | -          | PF Loan (Interest)  | -          |
| Profit on Employees Contribution    | 393        |                     | -          |
| Profit on Organization Contribution | -          |                     | -          |
| Total                               | 7,753      | Total PF Payable    | -          |

|                              |        |
|------------------------------|--------|
| Total Salary & Others (E)    | 42,195 |
| Total Provident Fund         | 7,753  |
| Total End of Service Benefit | 49,948 |

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

Forty Nine Thousand Nine Hundred Forty Eight Taka Only.

Prepared By: *[Signature]* 22-09-25  
Checked By: *[Signature]* 22-09-25  
Reviewed By: *[Signature]*  
Approved By: *[Signature]*  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

| Employee Acknowledgement  |   |
|---|---|
| BDT 49,948  | Received From/ <input type="checkbox"/> Paid To Shakti Foundation |
| In Words: Forty Nine Thousand Nine Hundred Forty Eight Taka Only. |   |
| Receiver's Name: _____<br>Signature & Date: _____                 |   |

Md. Anwarul Haqim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

checked by  
MAY



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20709

02. Account Holder Name:

MD. SUMON MIAH.

03. Bank Account No:

1071260017380

04. Bank Name:

Eastern Bank PLC.

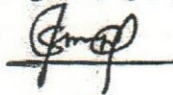
05. Bank Branch Name:

Mirpur.

06. Employee Mobile No:

01610-151213

07. Employee Name & Signature: MD. SUMON MIAH.



## Verified By Supervisor's

Name (BM):



EIN:

Signature: Md. Abdur Rashid  
Branch Manager  
Shakti Foundation  
EIN-11552

Date:

## Verified By Supervisor's

Name (AS):



EIN:

Md. Rokanozzaman  
Area Supervisor  
EIN-18888

Signature: Shakti Foundation

Date: 28.05.25