

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/222

Date:29-05-2025

Employee Information

Employee Name:	Md. Hasmot Ali	Separation Effective Date:	28-Mar-25
Employee ID:	22241	Length of Service:	0 years 1 Months 26 Days
Post Name:	Assistant Cook	Salary paid up to:	31-May-24
Branch / Department:	Support Staff (Head Office)	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	2-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	27-Mar-2025	Contact Number	01735790700
Last Working Day	27-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Extra One Month Salary	18,000
Base Allowance / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	0
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	18,000

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
DSA Allowance	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	18,000

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)	18,000
Total Provident Fund	
Total End of Service Benefit	18,000
In Words: Eighteen Thousand Taka Only.	

Prepared By <i>M Rahman</i> 29.05.25	Checked By <i>Kamruddin</i> 29.05.25	Reviewed By <i>Kamruddin</i> 29.05.25	Approved By <i>Abdul Halim</i> 29.05.25
Employee Acknowledgement		Internal Audit and Legal Department	
BDT 18,000 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation		Signature & Date:	
In Words: Eighteen Thousand Taka Only.			

checked by *M Rahman*

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22241

02. Account Holder Name:

Hasmot Ali

03. Bank Account No:

2111030774750

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Dhanmondi Dhalca

06. Employee Mobile No:

017 35790700

07. Employee Name & Signature:

Hasmat Ali 27/03/25th

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Signature
Md. Sazzad Mahmud Nayan
Senior General Manager
Administration Department
Shakti Foundation
for Disadvantaged Women