

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/139

Date:30-04-2026

Employee Information

Employee Name:	Afia Sultana	Separation Effective Date:	06-Feb-26
Employee ID:	20568	Length of Service:	2 years 0 Months 22 Days
Post Name:	Area Supervisor	Salary paid up to:	31-Dec-25
Branch / Department:	Pallibutyut Savar	Separation Type:	Resignation
Branch / Department Code	0101	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	15-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Jan-2026	Contact Number	01753082187
Last Working Day	5-Feb-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	54,000	36	63,643
A.Total salary Dues			63,643

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

Additional Payment	Amount
Leave Encashment	9,000
TA & DA / Field trips	11,982
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	2,614
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	23,596

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	416
D.Total Deduction	416
E.Total Payable / Receivable (A+B+C-D)	86,823

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	36,960	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,269	-	-
Profit on Organization Contribution	-	-	-
Total	39,229	Total PF Payable	-

Total Salary & Others (E)	86,823
Total Provident Fund	39,229
Total End of Service Benefit	126,052
In Words: One Lac Twenty Six Thousand Fifty Two Taka Only.	

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

Prepared By M. Rahman 30.04.26

Checked By

Reviewed By Amir S.S. 26

Approved

(Signature)
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 126,052 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Twenty Six Thousand Fifty Two Taka Only.

checked by
(Signature)

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20568

02. Account Holder Name:

AFIA SULTANA

03. Bank Account No:

1067095740001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

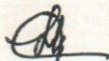
GANAK BARI, DHAKA SOUTH

06. Employee Mobile No:

101753082187

07. Employee Name & Signature:

AFIA SULTANA



Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Bishwajit Kumar Kundu
Region
Shakti Foundation
Savar Region (3522)
EIN-19664

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Nazmul Haque
17749
Md. Nazmul Haque
Zonal Head
Microfinance Program
Foundation for Disadvantaged Women