

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/508

Date:11-11-2025

Employee Information

Employee Name:	Md. Masud Miah	Separation Effective Date:	05-Mar-24
Employee ID:	17659	Length of Service:	1 years 10 Months 25 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-24
Branch / Department:	Sonargaon Narayangonj	Separation Type:	Resignation
Branch / Department Code	0159	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	9-Apr-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Mar-2024	Contact Number	01920676821
Last Working Day	4-Mar-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,080	28	23,250
A.Total salary Dues			23,250

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,379
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	3,379

Deductions	Amount (S)
Financial Misappropriation	1,300
Motorcycle Loan	-
Mobile Phone Handset Loan	3,462
Mobile Phone Subsidy	2,399
Security Deposit	-
Security Deposit Interest	-
One Month Salary	24,080
Abashon Rent	-
Income Tax	-
D.Total Deduction	31,241
E.Total Payable / Receivable (A+B+C-D)	(4,612)

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	16,089	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,284		-
Profit on Organization Contribution	-		-
Total	17,373	Total PF Payable	-

Total Salary & Others (E)	(4,612)
Total Provident Fund	17,373
Total End of Service Benefit	12,761

In Words: Twelve Thousand Seven Hundred Sixty One Taka Only.

Prepared By M. Masud Miah 11/11/2025
Checked By [Signature] 11/11/2025

Process and Calculation
Is Audited based on
supporting documents
12/11/2025

Reviewed By Kamrul Hasan

Approved By Md. Masud Miah
Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT <u>12,761</u> <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Receiver's Name: <u>[Signature]</u> Signature & Date:
In Words: Twelve Thousand Seven Hundred Sixty One Taka Only.	

checked by
MAM

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

17657

02. Account Holder Name:

MD. MASUD MIA'

03. Bank Account No:

1305105174251001

04. Bank Name:

BRACK Bank LTD.

05. Bank Branch Name:

Somargang.

06. Employee Mobile No:

01920 676821

Masud Mia

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

EIN:

Signature: Md. Hafizur Rahman
EIN-13829.

Date: Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature: Md. Moklasur Rahman
Area Supervisor (1544)

Date:

Shakti Foundation
[margaon, Narayanagar].