

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

Reference: Shakti/ Finance /Treasury/EFS/2025/634

Date:06-11-2025

**Employee Information**

Employee Name:	Abu Shaheen Bhuyan	Separation Effective Date:	05/Aug/25
Employee ID:	15210	Length of Service:	4 years 8 Months 22 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Jun-25
Branch / Department:	Faridgonj Chandpur	Separation Type:	Resignation
Branch / Department Code	0304	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	14-Nov-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	018330021076
Last Working Day	4-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	29,646	35	33,471
<b>A.Total salary Dues</b>			<b>33,471</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Big Branch Allowance	3,000
TA & DA / Field trips	2,258
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>22,947</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	600
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>600</b>
<b>Provident Fund</b>	<b>55,818</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	47,802	PF Loan (Principal)	-
Organization Contribution	47,802	PF Loan (Interest)	-
Profit on Employees Contribution	7,254		-
Profit on Organization Contribution	7,253		-
<b>Total</b>	<b>110,111</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>55,818</b>
<b>Total Provident Fund</b>	<b>110,111</b>
<b>Total End of Service Benefit</b>	<b>165,929</b>
One Lac Sixty Five Thousand Nine Hundred Twenty Nine Taka Only.	

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

Prepared By: *[Signature]* 6.11.25  
Checked By: *[Signature]* 06.11.25

Reviewed By: *[Signature]* 06/11/25  
Director

Approved By: *[Signature]*  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 165,929 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Sixty Five Thousand Nine Hundred Twenty Nine Taka Only.

*checked by*  
*[Signature]*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

15210

02. Account Holder Name:

Abu Shaheen Bhuyan

03. Bank Account No:

1060669030001

04. Bank Name:

Brac Bank PLC

05. Bank Branch Name:

Choumohani, Noakhali (060750679)

06. Employee Mobile No:

01830021076 ✓

07. Employee Name & Signature:

Abu Shaheen Bhuyan  
*[Signature]*

## Verified By Supervisor's

Name (BM): *abd. Shamim Hossain*

EIN: 09382

Signature: *[Signature]*

Date:

03.08.2025

*abd. Shamim Hossain  
EIN-10039  
Area Supervisor  
Shakti Foundation*

## Verified By Supervisor's

Name (AS):

EIN:

Signature: *[Signature]*

Date:

*[Signature]*  
Dilip Kumar Dhal  
Area Supervisor  
EIN-13243  
Shakti Foundation