

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/603

Date:29-10-2025

Employee Information

Employee Name:	Mst. Shikha Khatun	Separation Effective Date:	09-May-25
Employee ID:	20833	Length of Service:	1 years 0 Months 18 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Shyampur Dhaka	Separation Type:	Resignation
Branch / Department Code	0308	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Apr-2025	Contact Number	01734099245
Last Working Day	8-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	38	28,935
A.Total salary Dues			28,935

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

Additional Payment	Amount
Baishakhi Bonus	1,840
TA & DA / Field trips	4,516
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,710
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
Over Time (March & April,2025)	-
C.Total Additional Payment	24,979

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	53,914

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	333		-
Profit on Organization Contribution	-		-
Total	6,773	Total PF Payable	-

Total Salary & Others (E)	53,914
Total Provident Fund	6,773
Total End of Service Benefit	60,687

Sixty Thousand Six Hundred Eighty Seven Taka Only.

Prepared By 29/10/25 Checked By 29/10/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By Kamruddin Hasan
Director

Approved By M. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 60,687 Received From/ ☐ Paid To Shakti Foundation

In Words: Sixty Thousand Six Hundred Eighty Seven Taka Only.

Signature & Date:

checked by 29/10/25

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20833

02. Account Holder Name:

MST. SHIKHA KHATUN

03. Bank Account No:

1071260020410

04. Bank Name:

EBL (Eastern Bank PLC)

05. Bank Branch Name:

100 Gulshan Avenue Dhaka 1212

06. Employee Mobile No:

01734099245

07. Employee Name & Signature:

MST. SHIKHA KHATUN

Shikha

Verified By Supervisor's

Name (BM): Md. Kawsar Miah

EIN:

03882

Signature:

[Signature]

Date: 07-05-2025

Verified By Supervisor's

Name (AS): Md. Mufazzal Hossain

EIN:

00580

Signature:

[Signature]

Date:

17.05.25

Md. Mufazzal Hossain (EIN-00580)
Area Supervisor
Shakti Foundation