

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

Reference: Shakti/ Finance /Treasury/EFS/2025/646

Date: 16-11-2025

**Employee Information**

Employee Name:	Farjana Akter Lucky	Separation Effective Date:	06-Oct-25
Employee ID:	10423	Length of Service:	8 years 3 Months 29 Days
Post Name:	Branch Manager	Salary paid up to:	31-Aug-25
Branch / Department:	Zinzira Dhaka	Separation Type:	Resignation
Branch / Department Code	0028	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	7-Jun-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01980335468
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	42,400	35	49,239
<b>A.Total salary Dues</b>			<b>49,239</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,960	8	1	135,680
<b>B.Total Gratuity Dues</b>				<b>135,680</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	15,129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,594
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>23,619</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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>208,538</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	84,979	PF Loan (Principal)	-
Organization Contribution	84,979	PF Loan (Interest)	-
Profit on Employees Contribution	18,558		-
Profit on Organization Contribution	18,558		-
<b>Total</b>	<b>207,074</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	208,538
<b>Total Provident Fund</b>	207,074
<b>Total End of Service Benefit</b>	<b>415,612</b>

Four Lakh Thirteen Thousand Eighteen only

Prepared By M. Rahman 16.11.25

Checked By [Signature] 16.11.25

**Process and Calculation  
is Audited**  
**Supporting Documents**  
Reviewed By [Signature] 17/11/25  
Director

Mid. Auditor  
Senior Director  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women  
Approved By [Signature]

**Employee Acknowledgement**

BDT 415,612 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Four Lakh Thirteen Thousand Eighteen only

*checked by  
[Signature]*



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

10423

02. Account Holder Name:

Farjana Akter Lucky

03. Bank Account No:

1380101093678

04. Bank Name:

Pubali Bank Limited

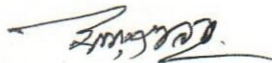
05. Bank Branch Name:

Chandindur

06. Employee Mobile No:

01980335468

07. Employee Name & Signature:



Verified By Supervisor's

Name (BM):

EIN: 16955

Signature:

Date:

05.10.2025

Md. Moktar Hossain (16955)  
Area Supervisor  
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Md. Mahidur Rahman Khan  
Regional Head  
EIN: 12322  
Shakti Foundation