

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

Reference: Shakti/ Finance /Treasury/EFS/2025/451

Date:29-09-2025

Employee Information

Employee Name:	Enamul Haque	Separation Effective Date:	6-Mar-25
Employee ID:	19153	Length of Service:	2 years 3 Months 14 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Kulaura Moulvibazar	Separation Type:	Resignation
Branch / Department Code	0296	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	20-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Feb-2025	Contact Number	01714747465
Last Working Day	5-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,300	33	29,381
A.Total salary Dues			29,381

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,742
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,509
Over Time (March & April,2025)	-
C.Total Additional Payment	24,477

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	1,952
Mobile Phone Subsidy	2,399
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	4,951
E.Total Payable / Receivable (A+B+C-D)	48,907

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	20,796	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,324		-
Profit on Organization Contribution	-		-
Total	(23,120)	Total PF Payable	-

Total Salary & Others (E)	48,907
Total Provident Fund	23,120
Total End of Service Benefit	72,027
Seventy Two Thousand Twenty Seven	

Prepared By Hassan 29.09.25
Checked By Hassan 29.09.25

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

Approved By Hassan
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 72,027	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
Seventy Two Thousand Twenty Seven		

checked by
Hassan

Employee Personal Bank Account Information

Required Information

01. Employee EIN : 19153


02. Account Holder Name: ENAMUL HAQUE

03. Bank Account No: 2721510019835

04. Bank Name: Dutch Bangla Bank

05. Bank Branch Name: Aushkandhi Branch


06. Employee Mobile No: 01714-747465

07. Employee Name & Signature:  ENAMUL HAQUE

Verified By Supervisor's

Name (BM): Mantaba Kamal

EIN: 01016


Signature: 

Date: 05-03-25

Verified By Supervisor's

Name (AS): Md. Motiur Rahman

EIN: 05709

Signature: 

Date: 23/03/25