

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/392

Date:03-09-2025

Employee Information

Employee Name:	Mst. Esmatara Akter Tanni	Separation Effective Date:	02-Jul-25
Employee ID:	7163	Length of Service:	11 years 7 Months 28 Days
Post Name:	Assistant Branch Manager	Salary paid up to:	31-May-25
Branch / Department:	Abdullapur Dhaka	Separation Type:	Resignation
Branch / Department Code	0375	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	4-Nov-2013	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2014	Leave without Pay (Days)	179 Days
Resignation Submission Date	1-Jun-2025	Contact Number	01724650064
Last Working Day	1-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,560	31	28,449
A.Total salary Dues			28,449

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,024	11	2	242,528
B.Total Gratuity Dues				242,528

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	14,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,439
Due Distance Allowance	-
Security Deposit	4,000
Security Deposit Interest	761
Over Time (March & April,2025)	-
C.Total Additional Payment	21,426

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	62,938
Mobile Phone Handset Loan	17,344
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	80,981
E.Total Payable / Receivable (A+B+C-D)	211,422

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	69,032	PF Loan (Principal)	-
Organization Contribution	69,032	PF Loan (Interest)	-
Profit on Employees Contribution	28,312		-
Profit on Organization Contribution	28,312		-
Total	194,688	Total PF Payable	-

Total Salary & Others (E)	211,422
Total Provident Fund	194,688
Total End of Service Benefit	406,110
In Words: Four Lac Six Thousand One Hundred Ten Taka Only.	

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

Prepared By: *M Rahman* 03.09.25
Checked By: *20/09/25*

Reviewed By: *81/9/25*
Kamrul Hasan

Approved By: *10/09/25*
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 406,110/- received From: Paid To Shakti Foundation

Internal Audit and Legal Department:
Shakti Foundation for Disadvantaged Women
Signature & Date:

In Words: Four Lac Six Thousand One Hundred Ten Taka Only.

checked by
MD

Employee Personal Bank Account Information

Required Information

01. Employee EIN: 07163
02. Account Holder Name: E Smotara
03. Bank Account No: 105 101237546
04. Bank Name: Dutch Bangla Bank Ltd
05. Bank Branch Name: Motished foreign Exchange
06. Employee Mobile No: 01724650064

07. Employee Name & Signature

E smotara

Verified By Supervisor's

Name (BM)

EIN

Signature

Date

Verified By Supervisor's

Name (AS)

EIN

Signature

Date