

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/220

Date:29-05-2025

Employee Information

Employee Name:	Sagor Ali	Separation Effective Date:	18-Apr-25
Employee ID:	22248	Length of Service:	0 years 2 Months 2 Days
Post Name:	Gardener	Salary paid up to:	31-Mar-25
Branch / Department:	Health and Climate Change Program	Separation Type:	Resignation
Branch / Department Code	20000113	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	16-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Apr-2025	Contact Number	01708688795
Last Working Day	17-Apr-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	17	10,200
A.Total salary Dues			10,200

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

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
DSA Allowance	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	10,200

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total		Total PF Payable	-

Total Salary & Others (E)	10,200
Total Provident Fund	-
Total End of Service Benefit	10,200
In Words: Ten Thousand Two Hundred Taka Only.	

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

Prepared By: M Rahman 29.05.25
Checked By: [Signature] 29.05.25

Reviewed By: [Signature] 29.05.25
Director

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

Employee Acknowledgement

BDT 10,200 ☐ Received From/ ☐ Paid To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name: _____
Signature & Date: _____

In Words: Ten Thousand Two Hundred Taka Only.

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

22248

02. Account Holder Name:

SAGOR ALI

03. Bank Account No:

1377050960041

04. Bank Name:

DBBL

05. Bank Branch Name:

Savar Bazar

06. Employee Mobile No:

01708688795


07. Employee Name & Signature:

Sagor Ali

Verified By Supervisor's

Name (BM): Kazi Sumita Jahen

EIN: 21630

Signature: 

Date: 15.05.25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: