

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

Reference: Shakti/ Finance /Treasury/EFS/2025/628

Date:05-11-2025

**Employee Information**

Employee Name:	Tamanna Hassan Ria	Separation Effective Date:	14/Aug/25
Employee ID:	22389	Length of Service:	0 years 7 Months 2 Days
Post Name:	Sonologist	Salary paid up to:	31-Jul-25
Branch / Department:	Health	Separation Type:	Contract Not Renewed
Branch / Department Code	0103	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Month
Date of joining:	12-Jan-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01855533558
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	3	1,935
<b>A.Total salary Dues</b>			<b>1,935</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,200
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>1,200</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>3,135</b>

Provident Fund			
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	-		-
<b>Total</b>		<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	3,135
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>3,135</b>
Three Thousand One Hundred Thirty Five Taka Only	

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

Md. Abu...  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Prepared By

Checked By

Reviewed By

Approved By

**Employee Acknowledgement**

BDT 3,135 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Three Thousand One Hundred Thirty Five Taka Only.

checked by  
MOU



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

22389

02. Account Holder Name:

Tamanna Hassan Ria

03. Bank Account No:

0010-1040019173

04. Bank Name:

Midland Bank

05. Bank Branch Name:

Zirabo

06. Employee Mobile No:

01855533558

07. Employee Name & Signature: Tamanna Hassan Ria



### Verified By Supervisor's

Name (BM): (Z.H.C) Shahanas parvein

EIN: 01000

Signature: Shahanas,

Date: 27.7.23

### Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: