

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/427

Date:22-09-2025

Employee Information

Employee Name:	Nahid Sultana	Separation Effective Date:	06/Jan/25
Employee ID:	20371	Length of Service:	1 years 1 Months 18 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-24
Branch / Department:	Holidhani Jhenaidah	Separation Type:	Resignation
Branch / Department Code	0415	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Dec-2024	Contact Number	01795714237
Last Working Day	5-Jan-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	36	27,871
A.Total salary Dues			27,871

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

Additional Payment	Amount
Leave Encashment	4,000
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,394
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	450
C.Total Additional Payment	23,167

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	51,038

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	5,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	159		-
Profit on Organization Contribution	-		-
Total	5,919	Total PF Payable	-

Total Salary & Others (E)	51,038
Total Provident Fund	5,919
Total End of Service Benefit	56,957
Fifty Six Thousand Nine Hundred Fifty Seven Taka Only.	

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

Prepared By: *[Signature]* 22-09-25
Checked By: *[Signature]* 22-09-25

Reviewed By: *[Signature]* 22/9/25
Director

[Signature]
Md. Abdul Hakim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 56,957 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Fifty Six Thousand Nine Hundred Fifty Seven Taka Only.

Signature & Date:

*needed by
MAY*

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20371

02. Account Holder Name:

NAHID SULTANA

03. Bank Account No:

1060275800001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

JASHORE BRANCH

06. Employee Mobile No:

01795714237

07. Employee Name & Signature:

NAHID SULTANA
NAHID

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS): *M. Mominul Islam*

EIN: 16393

Signature: *M. Mominul Islam*

Date: 29.04.2025