

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

Reference: Shakti/ Finance /Treasury/EFS/2025/640

Date:11-11-2025

**Employee Information**

Employee Name:	Shanto Islam	Separation Effective Date:	04/Aug/25
Employee ID:	20992	Length of Service:	1 years 2 Months 3 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Sadar Feni	Separation Type:	Resignation
Branch / Department Code	0081	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	1-Jun-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number:	01741643406
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,226
<b>A.Total salary Dues</b>			25,226

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	913
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	22,348

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	600
<b>E.Total Payable / Receivable (A+B+C-D)</b>	46,974

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,360	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	245		-
Profit on Organization Contribution	-		-
<b>Total</b>	7,605	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	46,974
<b>Total Provident Fund</b>	7,605
<b>Total End of Service Benefit</b>	54,579
Fifty Four Thousand Five Hundred Seventy Nine Taka Only.	

Prepared By: *[Signature]* 11/11/25  
Checked By: *[Signature]* 11/11/25

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

Reviewed By: *[Signature]* 11/11/25  
Director

Approved By: *[Signature]*  
Head Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 54,579	Received From/	Paid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Fifty Four Thousand Five Hundred Seventy Nine Taka Only.				

*Shokeda*  
*MDT*

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20992

02. Account Holder Name:

SHANTO ISLAM

03. Bank Account No:

1071260023769

04. Bank Name:

EASTERN BANK PLC

05. Bank Branch Name:

MIRPUR

06. Employee Mobile No:

01741643406


Shanto Islam

07. Employee Name & Signature:

## Verified By Supervisor's

Name (BM): MD. NOOR NOBI

EIN: 02757

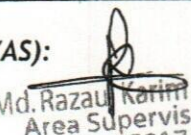
Signature: 

Date: 28/8/25

## Verified By Supervisor's

Name (AS):

EIN: Md. Razul Karim Gazi  
Area Supervisor  
EIN: 05917

Signature:   
Prakti Foundation

Date: 08/01/2025