

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

Reference: Shakti/ Finance /Treasury/EFS/2025/407

Date:14-09-2025

**Employee Information**

Employee Name:	Manik Dhali ✓	Separation Effective Date:	18-Apr-2025 ✓
Employee ID:	16496 ✓	Length of Service:	3 years 6 Months 15 Days ✓
Post Name:	Microfinance Officer ✓	Salary paid up to:	31-Mar-25. ✓
Branch / Department:	Velanagar Narsingdi ✓	Separation Type:	Resignation
Branch / Department Code	0260 ✓	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	3-Oct-2021 ✓	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2022 ✓	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Apr-2025 ✓	Contact Number	01857788788 ✓
Last Working Day	17-Apr-2025 ✓	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	25,078 ✓	17	14,211 ✓
<b>A.Total salary Dues</b>			<b>14,211</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	1,133 ✓
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	25,775 ✓
<b>C.Total Additional Payment</b>	<b>26,908</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	25,078 ✓
Abashon Rent	300 ✓
Income Tax	-
<b>D.Total Deduction</b>	<b>25,378</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>15,741</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	33,254 ✓	PF Loan (Principal)	-
Organization Contribution	33,254 ✓	PF Loan (Interest)	-
Profit on Employees Contribution	4,669 ✓		-
Profit on Organization Contribution	4,668 ✓		-
<b>Total</b>	<b>75,845</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	15,741 ✓
Total Provident Fund	75,845 ✓
Total End of Service Benefit	<b>91,586</b>

Ninety One Thousand Five Hundred Eighty Six Taka Only.

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

Md. Abdur Halim  
Senior Director  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women  
Approved By

Prepared By

Checked By

Reviewed By Director

**Employee Acknowledgement**

BDT 91,586 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Ninety One Thousand Five Hundred Eighty Six Taka Only.

checked by  
AAB



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

16496

02. Account Holder Name:

Manik Dhali

03. Bank Account No:

2951030005981

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Bhandarcia, Pirojpur

06. Employee Mobile No:

01857-788788

07. Employee Name & Signature: Manik Dhali 

Verified By Supervisor's

Name (BM):

Md. Shahj Hossain

EIN:

078539

Signature:

Date:

17.04.25

Verified By Supervisor's

Name (AS):

Zakir Hossain Merki

EIN:

13044

Signature:

Date:

17/04/25