

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/361

Date:09-09-2025

Employee Information

Employee Name:	Md. Bachchu Shake	Separation Effective Date:	20-Jan-25
Employee ID:	20879	Length of Service:	0 years 8 Months 30 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-24
Branch / Department:	Gazibari-Tongi Gazipur	Separation Type:	Resignation
Branch / Department Code	60010020	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 4 Days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Jan-2025	Contact Number	01762195880
Last Working Day	19-Jan-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	50	38,710
A.Total salary Dues			38,710

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

Additional Payment	Amount
Leave Encashment	2,654
TA & DA / Field trips	3,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	75
Over Time (March & April,2025)	-
C.Total Additional Payment	20,965

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	75
One Month Salary	24,000
Abashon Rent	600
Income Tax	-
D.Total Deduction	39,675
E.Total Payable / Receivable (A+B+C-D)	20,000

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	960	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	27		
Profit on Organization Contribution	-		
Total	987	Total PF Payable	-

Total Salary & Others (E)	20,000
Total Provident Fund	987
Total End of Service Benefit	20,987
In Words: Twenty Thousand Nine Hundred Eighty Seven Taka Only.	

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

Prepared By M. Rahman 09.09.25
Checked By [Signature]

Reviewed By Kamrul Hasan
Director

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

Employee Acknowledgement

BDT 20,987 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Twenty Thousand Nine Hundred Eighty Seven Taka Only.

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20879

02. Account Holder Name:

MD. BACHCHU SHAKE

03. Bank Account No:

1071260022378

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

Mirpur, Dhaka - North

06. Employee Mobile No:

01762195880

07. Employee Name & Signature: MD. BACHCHU SHAKE



Verified By Supervisor's

Name (BM): Md. Mehadi Hasan Munshi

EIN: 07340

Signature: 

Date: 07.04.2025

Md. Mehadi Hasan Munshi
Branch Manager
EIN-07390
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature: 

Date:

