

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/394

Date:03-09-2025

Employee Information

Employee Name:	Sangida Khanam	Separation Effective Date:	24-Mar-25
Employee ID:	22346	Length of Service:	0 years 0 Months 8 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	
Branch / Department:	Alfadanga Faridpur	Separation Type:	Resignation
Branch / Department Code	60010348	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	16-Mar-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	23-Mar-2025	Contact Number	01623376005
Last Working Day	23-Mar-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	8	4,645
A.Total salary Dues			4,645

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	516
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	310
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	15,826

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)	20,471

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	-		-
Total	-	- Total PF Payable	-

Total Salary & Others (E)	20,471
Total Provident Fund	-
Total End of Service Benefit	20,471

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

Prepared By M Rahman 03.09.25
Checked By [Signature] 03.09.25

Reviewed By Kamrul Hasan
Director

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

Employee Acknowledgement		Signature & Date:	
BIDT 20,471	Received From: <input type="text"/>	Internal Audit and Legal Department	Receiver's Name: <input type="text"/>
In Words. Twenty Thousand Four Hundred Seventy One Taka Only.		Shakti Foundation for Disadvantaged Women	

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22346

02. Account Holder Name:

Sanzida Khanom

03. Bank Account No:

2129215017980

04. Bank Name:

Prime bank

05. Bank Branch Name:

Bagura branch

06. Employee Mobile No:

01623376005

07. Employee Name & Signature:

Sanzida Khanom

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Verified By Supervisor's

Name (BM): Md Shakiel mahmed

EIN: 09930

Signature: 

Date: 29.03.25.

Verified By Supervisor's

Name (AS):

EIN:

Signature:  28.03.25
MD. HARUN-AR-RASHID

Date: Area Supervisor EIN-05879
Shakti Microfinance Program.