

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/543

Date:30-10-2025

Employee Information

Employee Name:	Suchona Akter Panna	Separation Effective Date:	03-Sep-25
Employee ID:	22681	Length of Service:	0 years 1 Months 21 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Aug-25
Branch / Department:	Kotchandpur Jhenaidah	Separation Type:	Discontinuation of Service
Branch / Department Code	0445	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	13-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01326464960
Last Working Day	2-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	2	1200
A.Total salary Dues			1,200

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	133
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	80
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	15,213

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)	16,413

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)	16,413
Total Provident Fund	-
Total End of Service Benefit	16,413

In Words: Sixteen Thousand Four Hundred Thirteen Taka Only.

Prepared By 30.10.25 Checked By 30.10.25

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

Reviewed By 30.10.25

Approved By 30.10.25

Employee Acknowledgement

BDT 16,413	Received From/	paid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Sixteen Thousand Four Hundred Thirteen Taka Only.				

checked by MAJ

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22681

02. Account Holder Name:

SUCHONA AKTER PANNA.

03. Bank Account No:

2205216016418

04. Bank Name:

Prime Bank.

05. Bank Branch Name:

IBRAHIMPUR BRANCH (170262086)

06. Employee Mobile No:

01326-464960

07. Employee Name & Signature:

Amr
07/12/22

Verified By Supervisor's

Name (BM): Md. Aminul Islam.

EIN: 04957.

Signature: *Amr*

Date: 07.09.25

Md. Aminul Islam
Branch Manager
EIN-04957
Shakil Foundation

Verified By Supervisor's

Name (AS): Md. Moniruzzaman
Islam Monir

EIN: 01639

Signature: *Monir*

Date: 09-09-25