

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

Reference: Shakti/ Finance /Treasury/EFS/2025/464

Date:16-10-2025

**Employee Information**

Employee Name:	Chand Sultana	Separation Effective Date:	2-Jul-2025
Employee ID:	01990	Length of Service:	17 years 1 Months 27 Days
Post Name:	Area Supervisor	Salary paid up to:	31-May-25
Branch / Department:	Dhaka Uttara	Separation Type:	Resignation
Branch / Department Code	3038	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	5-May-2008	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2009	Leave without Pay (Days)	337 Days( 11Month)
Resignation Submission Date	1-Jun-2025	Contact Number	01732091550
Last Working Day	1-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	50,000	31	49,946
<b>A.Total salary Dues</b>			49,946

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	20,000	16	3	960,000
<b>B.Total Gratuity Dues</b>				960,000

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,494
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,199
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	12,589

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	-
<b>D.Total Deduction</b>	273
<b>E.Total Payable / Receivable (A+B+C-D)</b>	1,022,262

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	139,449	PF Loan (Principal)	-
Organization Contribution	139,449	PF Loan (Interest)	-
Profit on Employees Contribution	104,225		-
Profit on Organization Contribution	104,225		-
<b>Total</b>	487,348	<b>Total PF Payable</b>	-

Total Salary & Others (E)	1,022,262
Total Provident Fund	487,348
Total End of Service Benefit	1,509,610

Fourteen Lakh Forty Nine Thousand Six Hundred Ten only

Prepared By 16.10.25 Checked By 16.10.25/11

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

Reviewed By 16.10.2025  
Kamrul Hasan

Approved By 16.10.2025  
Mohd Abdul Haim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 1,509,610 ☐ Received From/ ☐ Paid To Shakti Foundation  
Fourteen Lakh Forty Nine Thousand Six Hundred Ten only

Receiver's Name:  
Signature & Date:

checked by  
Mo2



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

01990

02. Account Holder Name:

Chand Sultana

03. Bank Account No:

0109934068928

04. Bank Name:

Sonali Bank Limited

05. Bank Branch Name:


Bseic Industrial Area

Bisile, Tongi, Gazipur

06. Employee Mobile No:

01732091550

07. Employee Name & Signature:

  
Chand Sultana

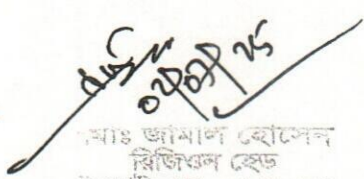
Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

  
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রিজিষ্টার হেড  
৩ জুলাই ২০১৫  
১২৮৩৫  
১২৮৩৫

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: