

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/435

Date:27-09-2025

Employee Information

Employee Name:	Omirth Kumar Bormon	Separation Effective Date:	22/Jul/25
Employee ID:	16987	Length of Service:	3 years 6 Months 6 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Mohammadpur Dhaka	Separation Type:	Resignation
Branch / Department Code	0087	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	16-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	21-Jun-2025	Contact Number	01723128283
Last Working Day	21-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,650	47	41,265
			41,265

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,097
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	4,597

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	45,262

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	34,174	PF Loan (Principal)	-
Organization Contribution	34,174	PF Loan (Interest)	-
Profit on Employees Contribution	4,299		-
Profit on Organization Contribution	4,298		-
Total	76,945	Total PF Payable	-

Total Salary & Others (E)	45,262
Total Provident Fund	76,945
Total End of Service Benefit	122,207
One Lac Twenty Two Thousand Two Hundred Seven Taka Only.	

Process and Calculation
is Audited based on
supporting documents

[Signature] 27-09-25
Prepared By

[Signature] 27-09-25
Checked By

[Signature] 27-09-25
Reviewed By
Director

[Signature] 27-09-25
Md. Abdul Halim
Senior Director 2
Head Approved By
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women
BDT 122,207 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name:
In Words: One Lac Twenty Two Thousand Two Hundred Seven Taka Only.	Signature & Date:

checked by
MOT.

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN : 16087

02. Account Holder Name: SREE OMIRTH KUMAR BORMON

03. Bank Account No: 1510105087430001

04. Bank Name: BRAC BANK

05. Bank Branch Name: UTTARA BRANCH

06. Employee Mobile No: 01723128283

07. Employee Name & Signature:

OMIRTH KUMAR BORMON
[Signature]

Verified By Supervisor's

Name (BM): Md. Moswaraf Hossain

EIN: 12244

Signature: *[Signature]*

Date: 28.07.2025

Verified By Supervisor's

Name (AS): Md. Alamgir Hossain

EIN: 05608

Signature: *[Signature]*

Date: 28.07.25

Md. Alamgir Hossain
Area Supervisor
Shakti Foundation
Dhaka Lalbagh Area