

Shakti Foundation for Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/453

Date:30-09-2025

Employee Information

Employee Name:	Israt Jerin	Separation Effective Date:	21/May/25
Employee ID:	21585	Length of Service:	0 years 6 Months 24 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Sadar Kishoreganj	Separation Type:	Discontinuation of Service
Branch / Department Code	0138	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	27-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01581102098
Last Working Day	20-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	20	11,613
A.Total salary Dues			11,613

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,290
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	774
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	604
Over Time (March & April,2025)	-
C.Total Additional Payment	17,668

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)	29,281

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)	29,281
Total Provident Fund	-
Total End of Service Benefit	29,281
Twenty Nine Thousand Two Hundred Eighty One Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By [Signature] 30.09.25
Checked By [Signature] 30.09.25

Reviewed By [Signature] 30.09.25
Director

Approved By [Signature] 30.09.25
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 29,281 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Twenty Nine Thousand Two Hundred Eighty One Taka Only.

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21585

02. Account Holder Name:

ISRAT JERIN

03. Bank Account No:

1071260032839

04. Bank Name:

Eastern Bank PLC

05. Bank Branch Name:

06. Employee Mobile No:


01581-102098

07. Employee Name & Signature: ISRAT JERIN, ইরাত জেরিন

Verified By Supervisor's

Name (BM): Rokshana AKTER

EIN: 05886

Signature: 

Date: 09.07.25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: