

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/39

Date:26-02-2025

Employee Information

Employee Name:	Mohammad Kaisarul Islam	Separation Effective Date:	04-Nov-24
Employee ID:	16088	Length of Service:	3 years 4 Months 8 Days
Post Name:	Senior Micro Finance Officer	Salary paid up to:	30-09-24
Branch / Department:	Foillatolibazar-Halishahar Chattogram	Separation Type:	Resignation
Branch / Department Code	0018	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 11 Days
Date of joining:	27-Jun-21	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-Oct-21	Leave without Pay (Days)	0 Days
Resignation Submission Date	24-Oct-24	Contact Number	01690041251
Last Working Day	03-Nov-24	Email ID :	0

Salary Information	Amount	Day's	Amount
Gross	26,000	34	28,600
A.Total salary Dues			28,600

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	0	0	0	0
B.Total Gratuity Dues				0

Additional Payment	Amount
Security Allowance & Field Trips	0
Base Allowance / Field trips	2200
Car Allowance	0
Motor Cycle Allowance	1650
Ancholik Allowance	1650
Protection Allowance	0
Distance Allowance	750
Security Deposit	0
Security Deposit Interest	0
Others Allowance	0
C.Total Additional Payment	6,250

Deductions	Amount (S)
Financial Misappropriation	0
Motorcycle Loan	0
Mobile Phone Handset Loan	0
Mobile Phone Subsidy	0
Bicycle Loan	0
Staff welfare Loan	0
One Month Salary	26000
Allowance	0
Others	0
D.Total Deduction	26000
E.Total Payable / Receivable (A+B+C-D)	8,850

Shakti Foundation (Finance)
RECEIVED
06 MAR 2025
Time: Sign:

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30310	PF Loan (Principal)	0
Organization Contribution	30310	PF Loan (Interest)	0
Profit on Employees Contribution	3550		0
Profit on Organization Contribution	3549		0
Total	67,719	Total PF Payable	0

Total Salary & Others (E)	8,850
Total Provident Fund	67,719
Total End of Service Benefit	76,569
In Words: Seventy Six Thousand Five Hundred Sixty Nine Taka	

Process and Calculation
is Audited based on
supporting documents

Prepared By: Rahman
26-02-2025

Checked By: Abdullah Bin Reza

Approved By: Abdullah Bin Reza

Employee Acknowledgement

BDT 76,569 ☐ed From/ ☐To Shakti Foundation

Receiver's Name:

Signature & Date:

Amount In Words: Seventy Six Thousand Five Hundred Sixty Nine Taka Only.

Abdullah Bin Reza
Senior General Manager
Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Abdullah Bin Reza
Senior Director &
Finance
Shakti Foundation
for Disadvantaged Women

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

16088

02. Account Holder Name:

Mohammad Kaisarul Islam

03. Bank Account No:

1305104893638001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

CHANDINA BRANCH

06. Employee Mobile No:

01690-041251

Kaisarul Islam

(Kaisarul)

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Fazilatun Nessa

EIN: 095902

Signature: 

Date: 28.11.24

Verified By Supervisor's

Name (AS): Md. Golam Sadek

EIN: 00544

Signature: 

Date:

Md. Golam Sadek
Area Supervisor
Shakti Foundation
for Disadvantaged Woman