## Shakti Foundation For Disadvantaged Women Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/568

Date:09-11-2025

| Employee Information   | Department/E                | mpioyee Final Se             | etticiii itote iss                                      |  | Date:09-11-2025   |
|--|-----------------------------|------------------------------|---|--|---|
| Employee Name:   | Mohamma                     | d Borhan Uddin               | Imran   | Separation Effective Date:   | 07-Aug-25   |
| Employee ID:   | 15565                       |                              |   | Length of Service:   | 4 years 5 Months 16 Days  |
| Post Name:   | Senior Microfinance Officer |                              |   | Salary paid up to:   | 30-Jun-25   |
| Branch / Department:   | Mohamaya, Chandpur          |                              |   | Separation Type:   | Resignation   |
| Branch / Department Code   | 0579                        |                              |   | Notice Period:   | 01 Month  |
| Employment Type:   | Permanent                   |                              |   | Notice Period Completed:   | 1 Months 0 Days   |
| Date of joining:   | 22-Feb-2021                 |                              |   | Annual Leave Encashment Balance  |   |
| Date of Confirmation:  | 1-Sep-2021                  |                              |   | Leave without Pay (Days)   |   |
| Resignation Submission Date  | 7-Jul-2025                  |                              |   | Contact Number   | 0 Days  |
| Last Working Day   | 6-Aug-2025                  |                              |   | Email ID :   | 01812180967   |
| Salary Information   |                             |                              | 1 1   |  |   |
| Gross  |                             |                              | Amount  | Day's  | Amour   |
| A.Total salary Dues  |                             |                              | 27,560  | 37   | 32,894  |
|  |                             |                              |   |  | 32,85   |
| Gratuity Information   |                             | Basic                        | Year  | No. of Gratuity  | Amour   |
| Gratuity  B.Total Gratuity Dues  |                             | -                            | -   |  |   |
| artistic Granting Ducg   |                             |                              |   |  |   |
| Additional Payment   |                             |                              |   |  | Amour   |
| Leave Encashment   |                             |                              |   |  | Amoul   |
| TA & DA / Field trips  |                             |                              |   |  | 5,371   |
| DSA  |                             |                              |   |  | 5,37  |
| Motor Cycle Allowance  |                             |                              | And Market Company                                      | THE PARTY OF THE P |   |
| Ancholik Allowance   |                             |                              | Manager March   |  | -   |
| Shurakkha Bhata  |                             |                              |   |  | -   |
| Distance Allowance   |                             |                              |   | 42370-4020-1030-1030-1030-1030-1030-1030-1030-1  |   |
| Security Deposit   | The second second           |                              |   |  | 12,000  |
| Security Deposit Interest  |                             |                              |   |  |   |
| /TS Tracker  |                             |                              |   |  | 2,151   |
| C.Total Additional Payment   |                             |                              |   |  | 19,522  |
| Deductions   |                             |                              |   | Vigin 1981   | 17,522  |
| Financial Misappropriation   |                             |                              |   |  | / Amount (S   |
| Motorcycle Loan  |                             |                              |   |  |   |
| Mobile Phone Handset Loan  |                             |                              |   |  |   |
|  |                             | promining and a second and a |   |  |   |
| Mobile Phone Subsidy   |                             | Shakti Foun                  | dation (Finance   | 단) [   |   |
| ecurity Deposit  |                             | ) 0FC                        | ETITE   | 1  |   |
| ecurity Deposit Interest   |                             | 3                            |   | i i  |   |
| One Month Salary   |                             | 131                          | 10V 2325  | 1 -  |   |
| bashon Rent  |                             |                              | $\triangle$   | <b>A</b>   |   |
| others   |                             | Timeso.                      | a o   | <del></del>  | 60  |
| .Total Deduction   |                             | 1.4.4(4.)ph                  | 4.14.14   | ****   |   |
| .Total Payable / Receivable (A+B   | +C-D)                       |                              |   |  | 600   |
| rovident Fund  |                             |                              |   |  | 51,810  |
| articular (S)  |                             |                              | Amount (S)  | Particular (5)   |   |
|  |                             |                              | 41,051  | Particular (S)   | Amount (S)  |
| mployees Contribution  |                             |                              | 41.051  | PF Loan (Principal)  |   |
| ***************************************  |                             |                              |   |  | -   |
| rganization Contribution   |                             |                              | 41,051  |  | -   |
| rganization Contribution<br>rofit on Employees Contribution  |                             |                              | 41,051<br>5,662   |  | -   |
| rganization Contribution<br>rofit on Employees Contribution<br>rofit on Organization Contribution  |                             |                              | 41,051<br>5,662<br>\$,662                               | PF Loan (Interest)   | -   |
| rganization Contribution<br>rofit on Employees Contribution<br>rofit on Organization Contribution<br>otal  |                             |                              | 41,051<br>5,662<br>\$,662                               |  | -   |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution otal otal Salary & Others (E)  |                             |                              | 41,051<br>5,662<br>5,662<br>93,426                      | PF Loan (Interest)  Total PF Payable   | 51,816  |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution rotal  otal Salary & Others (E) rotal Provident Fund   |                             |                              | 41,051<br>5,662<br>5,662<br>93,426                      | PF Loan (Interest)  Total PF Payable  S and Calculation  |   |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution otal  otal Salary & Others (E) otal Provident Fund otal End of Service Benefit   | and Two Hundred             | Forty Two Tales Co           | 41,051<br>5,662<br>5,662<br>(93,426<br>Proces<br>is Au  | PF Loan (Interest)  Total PF Payable  S and Calculation dited based on   | 51,816<br>93,426<br>145,242                                     |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution otal  otal Salary & Others (E) otal Provident Fund otal End of Service Benefit Words: One Lac Forty Five Thousa  | and Two Hundred             | Forty Two Taka Onl           | 41,051<br>5,662<br>5,662<br>(93,426<br>Proces<br>is Au  | PF Loan (Interest)  Total PF Payable  S and Calculation dited based on   | 93,426  |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution otal  otal Salary & Others (E) otal Provident Fund otal End of Service Benefit Words: One Lac Forty Five Thousa  | and Two Hundred             | Forty Two Taka On            | 41,051<br>5,662<br>5,662<br>(93,426<br>Proces<br>is Au  | PF Loan (Interest)  Total PF Payable  S and Calculation  dited based on  rting documents   | 93,420<br>145,241<br>Mg Schic Halian<br>Service Weight &        |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution otal  otal Salary & Others (E) otal Provident Fund otal End of Service Benefit Words: One Lac Forty Five Thousa  | 2000.2                      | 25                           | 41,051<br>5,662<br>\$,662<br>(93,426<br>Proces<br>is Au | PF Loan (Interest)  Total PF Payable  s and Calculation dited based on rtine documents   | 93,420 145,242 MA Code Halia Service Halia Head in Eurance      |
| mployees Contribution organization Contribution rofit on Employees Contribution rofit on Organization Contribution otal  otal Salary & Others (E) otal Provident Fund otal End of Service Benefit Words: One Lac Forty Five Thousa   | 2000.2                      | Forty Two Taka Onl           | 41,051<br>5,662<br>\$,662<br>(93,426<br>Proces<br>is Au | PF Loan (Interest)  Total PF Payable  s and Calculation dited based on ctine documents   | 93,426<br>145,242<br>Mg Schichallor<br>Service 1 8              |
| organization Contribution rofit on Employees Contribution rofit on Organization Contribution otal  otal Salary & Others (E) otal Provident Fund otal End of Service Benefit  | 2000.2                      | 25                           | 41,051<br>5,662<br>5,662<br>93,426<br>Proces<br>Is Au   | Fotal PF Payable  S and Calculation dired based on rting documents  I Legal Department   | 93,426 145,242 MA Could Halia Serior Giver La & Head in Eurance |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution rofit on Organization Contribution rotal  otal Salary & Others (E)  otal Provident Fund otal End of Service Benefit  Words: One Lac Forty Five Thousa  Pepared By O9'11' 25  mployee Acknowledgement | John Ch                     | ecked By                     | Proces Is Au  Reviewed by  Internal Audit an            | PF Loan (Interest)  Total PF Payable  s and Calculation dited based on ctine documents   | 93,426 145,242 MA Could Halia Serior Giver La & Head in Eurance |
| rganization Contribution rofit on Employees Contribution rofit on Organization Contribution rotal  otal Salary & Others (E)  otal Provident Fund otal End of Service Benefit  Words: One Lac Forty Five Thousa  Pared By O9111, 25  (mployee Acknowledgement                                     | 2000.2                      | ecked By                     | Proces is Au  Reviewed by  glernal Audit an             | Fotal PF Payable  S and Calculation dired based on rting documents  I Legal Department   | 93,420 145,242 MA Code Halia Service Halia Head in Eurance      |



## Employee Personal Bank Account Informaton

| Reduil ed Illioi macion | Required | In | forma | tion |
|-------------------------|----------|----|-------|------|
|-------------------------|----------|----|-------|------|

01. Employee EIN :

15565

02. Account Holder Name:

Md. BORHAN UDDIN IMRAN

03. Bank Account No:

5884010002554

04. Bank Name:

RUPALI BANK LIMITED

05. Bank Branch Name:

KACHUA BRANCH, CHANDPUR

06. Employee Mobile No:

01812180967

Md Borchan uddin Imran 07. Employee Name & Signature: Pooschan

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS): Md - Kaonorual Hasey
EIN: 01406

Signature: Pag

EIN: 01436 Area Supervisor Shakti Foundation