

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

Reference: Shakti/ Finance /Treasury/EFS/2025/502

Date:23-09-2025

**Employee Information**

Employee Name:	Shahin Ahammed	Separation Effective Date:	13-Dec-24
Employee ID:	15718	Length of Service:	3 years 8 Months 22 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-24
Branch / Department:	Sadar Jhenaidah	Separation Type:	No Longer in Service
Branch / Department Code	0197	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	11 Months 13 Days
Date of joining:	21-Mar-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01754669633
Last Working Day	12-Dec-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,328	12	9,030
<b>A.Total salary Dues</b>			<b>9,030</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity				-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	774
DSA	-
Motor Cycle Allowance	581
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	1,339
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>14,694</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,328
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>23,628</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>96</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	29,268	PF Loan (Principal)	-
Organization Contribution	29,268	PF Loan (Interest)	-
Profit on Employees Contribution	3,055		-
Profit on Organization Contribution	3,054		-
<b>Total</b>	<b>64,645</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	96
<b>Total Provident Fund</b>	64,645
<b>Total End of Service Benefit</b>	<b>64,741</b>

In Words: Sixty Four Thousand Seven Hundred Forty One Taka Only.

Prepared By M. Rahman 23.09.25  
Checked By [Signature] 24.09.25

**Process and Calculation**

Is Audited based on supporting documents

Reviewed By [Signature] 24/09/2025  
Director

Approved By [Signature]  
Md. Abdul Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 64,741 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Sixty Four Thousand Seven Hundred Forty One Taka Only.

checked by [Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

15718

02. Account Holder Name: SHAHIN AHAMMED

03. Bank Account No:

1891030052627

04. Bank Name:

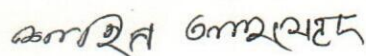
Dukeh Bangla Bank

05. Bank Branch Name:

Fatidpur Branch

06. Employee Mobile No:

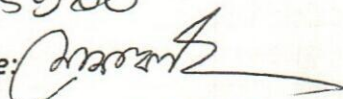
01754-669633

07. Employee Name & Signature: 

### Verified By Supervisor's

Name (BM): Jahangeez Hossain

EIN: 05060

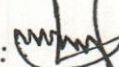
Signature: 

Date: 07.04.25

### Verified By Supervisor's

Name (AS): Md. Asaduzzaman

EIN: 19606

Signature: 

Date: 07.04.25