

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/528

Date:22-10-2025

Employee Information

Employee Name:	Arifa Begum	Separation Effective Date:	07-Nov-24
Employee ID:	19464	Length of Service:	1 years 8 Months 2 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-24
Branch / Department:	Rajoir Madaripur	Separation Type:	Resignation
Branch / Department Code	0254	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	5-Mar-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2024	Contact Number	01743064861
Last Working Day	6-Nov-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,940	37	28728
A.Total salary Dues			28,728

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	2,400
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,440
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	1,224
C.Total Additional Payment	20,064

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)	48,792

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	14,738	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	996		-
Profit on Organization Contribution	-		-
Total	15,734	Total PF Payable	-

Total Salary & Others (E)	48,792
Total Provident Fund	15,734
Total End of Service Benefit	64,526

In Words: Sixty Four Thousand Five Hundred Twenty Six Taka Only.

Prepared By: *Arifa Begum* 22.10.25
Checked By: *Arifa Begum* 22.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By: *Kamal Hossain*
Director

Arifa Begum
22.10.25
Approved By:
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 64,526 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Sixty Four Thousand Five Hundred Twenty Six Taka Only.

checked by
MAJ

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

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02. Account Holder Name:

আবু সালাহ

03. Bank Account No:

২০১২০৫০৫৬২০৬৬

04. Bank Name:

Dutch-Bangla Bank

05. Bank Branch Name:

ফার্মাট রোড

06. Employee Mobile No:

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07. Employee Name & Signature:

আবু সালাহ

Verified By Supervisor's

Name (BM): Md. Abu Salah

EIN: ০০০০৪

Signature:

Abu

Date:

11.3.25

Verified By Supervisor's

Name (AS): Khan Abu Robem

EIN: ০০৯১০

Signature:

AB

Date:

15-3-25
Khan Abu Robem
Area Supervisor
EIN : 00910
Shakti Foundation