

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/730

Date:11-12-2025

Employee Information

| | | | |
|-----------------------------|-----------------------------|---------------------------------|-------------------------|
| Employee Name: | Md. Sagor | Separation Effective Date: | 30-Dec-24 |
| Employee ID: | 17992 | Length of Service: | 2 years 6 Months 4 Days |
| Post Name: | Senior Microfinance Officer | Salary paid up to: | 30-Nov-24 |
| Branch / Department: | Sachar Chandpur. | Separation Type: | No Longer in Service |
| Branch / Department Code | 0464 | Notice Period: | 01 Month |
| Employment Type: | Probationary | Notice Period Completed: | 0 Manth |
| Date of joining: | 26-Jun-2022 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Oct-2022 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | | Contact Number | 01860303731 |
| Last Working Day | 29-Dec-2024 | Email ID : | |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 26,520 | 29 | 24,809 |
| A.Total salary Dues | | | 24,809 |

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

| Additional Payment | Amount |
|-----------------------------------|--------------|
| Leave Encashment | - |
| TA & DA / Field trips | 3,274 |
| Lunch Allowance | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 3,274 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | 26,520 |
| Abashon Rent | - |
| Income Tax | - |
| D.Total Deduction | 26,520 |
| E.Total Payable / Receivable (A+B+C-D) | 1,563 |

Provident Fund

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 23,033 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 1,911 | - | - |
| Profit on Organization Contribution | - | - | - |
| Total | 24,944 | Total PF Payable | - |

| | | |
|---|--|--------|
| Total Salary & Others (E) | Process and Calculation | 1,563 |
| Total Provident Fund | | 24,944 |
| Total End of Service Benefit | | 26,507 |
| In Words: Twenty Six Thousand Five Hundred Seven Taka Only. | Is Audited based on supporting documents | |

| | |
|---|-------------------|
| Employee Acknowledgement | Receiver's Name: |
| BDT 26,507 Received From/ Paid To Shakti Foundation | Signature & Date: |

In Words: Twenty Six Thousand Five Hundred Seven Taka Only.

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Reviewed By
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Director

K. 17992 H. 14/12/2025

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Employee Personal Bank Account Information

Required Information

01. Employee EIN :

17992

02. Account Holder Name:

Md. Sagon

03. Bank Account No:

1052442380001

04. Bank Name:

BBL

05. Bank Branch Name:

60010464 - Sachar chandpur

06. Employee Mobile No:

01860303731

07. Employee Name & Signature:

Mosarof Hosen
Hosen

Verified By Supervisor's

Name (BM): Mosarof Hosen

EIN: 14682

Signature:

Date:

Mosarof Hosen
EIN 14682
Branch Manager
Chakti Foundation

Verified By Supervisor's

Name (AS): MURADUZMAN

EIN: 10387

Signature:

Date: 26/05/25