

**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 Month
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
<b>A.Total salary Dues</b>			<b>24,809</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	3,274
Lunch Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>3,274</b>

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	-
<b>D.Total Deduction</b>	<b>26,520</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>1,563</b>

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	-		-
<b>Total</b>	<b>24,944</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	1,563
<b>Total Provident Fund</b>	24,944
<b>Total End of Service Benefit</b>	<b>26,507</b>

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

**Process and Calculation**  
is Audited based on  
supporting documents

*M. Rahman*

Prepared By 11.12.25

Checked By

Employee Acknowledgement

BDT 26,507 ☐ received From/ ☐ paid To Shakti Foundation

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

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

Receiver's Name:

Signature & Date:

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

*checked by*  
*11/12/25*



## Employee Personal Bank Account Information

### Required Information

01. Employee EIN :

17992

02. Account Holder Name:

Md. Sagor

03. Bank Account No:

1052442380001

04. Bank Name:

BBL

05. Bank Branch Name:

60010464 - Sachan Chandpur

06. Employee Mobile No:

01860303731

07. Employee Name & Signature:

সাগর হোসেন  
Hosen

Verified By Supervisor's

Name (BM): Mosarot Hosen

EIN: 14682

Signature:

Date:

Mosarot Hosen  
EIN 14682  
Branch Manager  
Chakri Foundation

Verified By Supervisor's

Name (AS): MURADUZZAMAN

EIN: 10387

Signature:

Date: 26/05/25