

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/636
Employee Information

Date:10-11-2025

Employee Name:	Minara Khatun	Separation Effective Date:	06-Oct-25
Employee ID:	22106	Length of Service:	0 years 8 Months 15 Days
Post Name:	Medical Assistant	Salary paid up to:	31-Aug-25
Branch / Department:	Stationroad-Tongi Gazipur	Separation Type:	Resignation
Branch / Department Code	4018	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 3 Days
Date of joining:	21-Jan-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01704990724
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,000	35	17,419
A.Total salary Dues			17,419

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,500
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	1,500

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	18,319

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	18,319
Total Provident Fund	-
Total End of Service Benefit	18,319
Eighteen Thousand Three Hundred Nineteen only	

Prepared By M Rahman 10.11.25
Checked By [Signature] 10.11.25

Process and Calculation
is Audited based on
supporting documents
Reviewed By [Signature] 10/11/25
Director

Md. Abdul Halim
Senior Director &
Finance
Shakti Foundation
for Disadvantaged Women
Approved By

Employee Acknowledgement		Receiver's Name:
BDT 18,319	Received From/	Signature & Date:
Eighteen Thousand Three Hundred Nineteen only		

checked by
AMOV

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22106

02. Account Holder Name:

Mimarza Khatun

03. Bank Account No:

1791580163287

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Tongi, Gazipur

06. Employee Mobile No:

(01704990724


07. Employee Name & Signature: Mimarza Khatun

(M)

Verified By Supervisor's

Name (BM): Mr. Rabbari Sarwar.

EIN: 13835


Signature: 

Date: 5.09.2025

Verified By Supervisor's

Name (AS): Shahana Parvin

EIN: 01000

Signature: 

Date: 5.9.2025