

## Shakti Foundation For Disadvantaged Women

## Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/217

Date:29-05-2025

## Employee Information

Employee Name:	Md. Shifuzzaman	Separation Effective Date:	01-May-25
Employee ID:	14071	Length of Service:	5 years 7 Months 13 Days
Post Name:	Project Engineer	Salary paid up to:	31-Mar-25
Branch / Department:	Asset & Business Development Savar-001	Separation Type:	Contract Not Renewed
Branch / Department Code	90000001	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 6 Days
Date of joining:	18-Sep-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Mar-2025	Contact Number	01776627054
Last Working Day	30-Apr-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	75,000	30	75,000
A.Total salary Dues			75,000

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

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Others	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	75,000

## 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)	75,000
Total Provident Fund	-
Total End of Service Benefit	75,000
In Words: Seventy Five Thousand Taka Only	

Prepared By M Rahman  
29.05.25Checked By 29.05.25Reviewed By 29.5.25Approved By 29.05.25

## Employee Acknowledgement

BDT 75,000 ☐ Received From/☐ Paid To Shakti Foundation

In Words: Seventy Five Thousand Taka Only.

Process and Calculation  
is Audited based on  
supporting documentsDirector  
Received by  
Shakti Foundation for Disadvantaged Women  
Signature & Date:Mr. Abu Hattim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Womenchecked by  
M Rahman



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

14071

02. Account Holder Name:

Md. Shifuzzaman

03. Bank Account No:

0961120086837

04. Bank Name:

Al arafa Islamic Bank

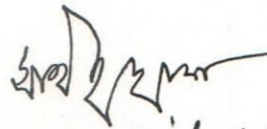
05. Bank Branch Name:

Gollamari Branch, Khulna

06. Employee Mobile No:

01776627054

07. Employee Name & Signature:

  
Md. Shifuzzaman

## Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

## Verified By Supervisor's

Name (AS):

EIN: 00267

Signature:

Date:

  
Sabya Sachi Roy  
Senior Director  
Asset & Business Development  
Shakti Foundation for Disadvantaged Women