

**Shakti Foundation For Disadvantaged Women**  
**Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/459

Date:29-09-2025

**Employee Information**

Employee Name:	Sabbir Ahmed Usmani	Separation Effective Date:	23/Sep/25
Employee ID:	11520	Length of Service:	7 years 9 Months 20 Days
Post Name:	Assistant General Manager	Salary paid up to:	31-Jul-25
Branch / Department:	Health	Separation Type:	Resignation
Branch / Department Code	20030103	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	3-Dec-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	24-Aug-2025	Contact Number	01673327664
Last Working Day	22-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	67,391	53	116,811
<b>A.Total salary Dues</b>			<b>116,811</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	26,957	8	1	215,656
<b>B.Total Gratuity Dues</b>				<b>215,656</b>

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

Deductions	Amount (S)
Financial Misappropriation	-
Foreign Trip Expense	500,000
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
Meal Subsidy	1,733
Abashon Rent	-
Income Tax	834
<b>D.Total Deduction</b>	<b>502,567</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>(170,100)</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	131,722	PF Loan (Principal)	-
Organization Contribution	131,722	PF Loan (Interest)	-
Profit on Employees Contribution	29,233		-
Profit on Organization Contribution	29,233		-
<b>Total</b>	<b>321,910</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	(170,100)
<b>Total Provident Fund</b>	321,910
<b>Total End of Service Benefit</b>	<b>151,810</b>

One Lac Fifty One Thousand Eight Hundred Ten Taka Only.

Prepared By [Signature] 29.09.25  
Checked By [Signature] 29.09.25

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

Reviewed By [Signature] Director  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women  
Receiver's Name:

Approved By [Signature]  
General Manager &  
Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 151,810 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: One Lac Fifty One Thousand Eight Hundred Ten Taka Only.

checked by [Signature]



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

11520

02. Account Holder Name:

Sabbir Ahmed Usmani

03. Bank Account No:

107 126 032 5826

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

Mirpur Branch

06. Employee Mobile No:

01673327669

07. Employee Name & Signature:

Sabbir Ahmed Usmani



Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

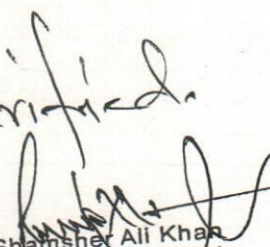
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Verified.  
  
Dr. Shamsheer Ali Khan  
MBBS (DMC), DRH(Uppsala), MPH (China)  
Senior Director  
Head of Health and Climate Change Program  
Shakti Foundation for Disadvantaged Women