

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

Reference: Shakti/ Finance /Treasury/EFS/2025/402

Date:08-09-2025

Employee Information

Employee Name:	Shamima Akter	Separation Effective Date:	23-May-25
Employee ID:	21818	Length of Service:	0 years 5 Months 15 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Ambari Dinajpur	Separation Type:	Discontinue of Service
Branch / Department Code	0422	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	8-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01750060007
Last Working Day	22-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	22	12,774
A.Total salary Dues			12,774

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	3,194
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	852
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	450
C.Total Additional Payment	19,496

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	32,270

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	-

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

Total Salary & Others (E)	32,270
Total Provident Fund	32,270
Total End of Service Benefit	32,270

Thirty Two Thousand Two Hundred Seventy Taka Only.

Prepared By 08.09.25

Checked By

Reviewed By

Approved By

Employee Acknowledgement

BDT 32,270 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Thirty Two Thousand Two Hundred Seventy Taka Only.

checked by
MAY.

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

21818

02. Account Holder Name:

SHAMIMA AKTER

03. Bank Account No:

1071260035826

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

100 Gulshan Avenue, Dhaka 1212

06. Employee Mobile No:

017500-60007

07. Employee Name & Signature: মিলি আক্তার



Verified By Supervisor's

Name (BM): Mili Akter

EIN: 22090

Signature: 

Date: 08.07.25

Verified By Supervisor's

Name (AS): Md. Naharul Islam

EIN: 27647

Signature: 

Date: 08.07.25