

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

Date:11-04-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/354

**Employee Information**

|                                     |                             |                                 |                          |
|-------------------------------------|-----------------------------|---------------------------------|--------------------------|
| Employee Name:                      | Mrs. Sabina Yasmin          | Separation Effective Date:      | 05-Sep-25                |
| Employee ID:                        | 20544                       | Length of Service:              | 1 years 7 Months 15 Days |
| Post Name:                          | Microfinance Officer        | Salary paid up to:              | 31-Jul-25                |
| Branch / Department:                | Chunkutiya-Keraniganj Dhaka | Separation Type:                | Resignation              |
| Branch / Department Code            | 0100                        | Notice Period:                  | 01 Month                 |
| Employment Type:                    | Permanent                   | Notice Period Completed:        | 0 Months 30 Days         |
| Date of joining:                    | 21-Jan-2024                 | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:               | 1-Jun-2024                  | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date         | 6-Aug-2025                  | Contact Number                  | 01914980346              |
| Last Working Day(As per Attendance) | 4-Sep-2025                  | Payment Account :               | salary                   |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 25,300 | 35    | 28,673        |
| <b>A.Total salary Dues</b> |        |       | <b>28,673</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             | 2,267         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | 1,360         |
| Due Distance Allowance            | 750           |
| Security Deposit                  | 15,000        |
| Security Deposit Interest         | 1,311         |
| Over Time ( March & April,2025)   | -             |
| <b>C.Total Additional Payment</b> | <b>20,688</b> |

| Deductions                                    | Amount (S)    |
|---|---------------|
| Financial Misappropriation                    | -             |
| Motorcycle Loan                               | -             |
| Security Deposit                              | -             |
| Security Deposit Interest                     | -             |
| Mobile Phone Handset Loan                     | 4,138         |
| Mobile Phone Subsidy                          | 3,899         |
| One Month Salary                              | -             |
| Abashon Rent                                  | -             |
| Income Tax                                    | -             |
| <b>D.Total Deduction</b>                      | <b>8,037</b>  |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>41,324</b> |

Shakti Foundation (Finance)  
20 APR 2026  
*[Signature]*

| Particular (S)                      | Amount (S)    | Particular (S)          | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution              | 13,064        | PF Loan (Principal)     | -          |
| Organization Contribution           | -             | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 1,091         |                         | -          |
| Profit on Organization Contribution | -             |                         | -          |
| <b>Total</b>                        | <b>14,155</b> | <b>Total PF Payable</b> | <b>-</b>   |

|                                      |        |
|--------------------------------------|--------|
| <b>Total Salary &amp; Others (E)</b> | 41,324 |
| <b>Total Provident Fund</b>          | 14,155 |
| <b>Total End of Service Benefit</b>  | 55,479 |

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

Prepared By *M. Rahman* 11.04.2026  
Checked By *[Signature]* 11.04.2026

*[Signature]*  
**Md. Kazi Faruk Hoque**  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*[Signature]*  
Approved By  
**Md. Abdul Halim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

| Employee Acknowledgement   |                           | Receiver's Name:  |
|--|---------------------------|-------------------|
| BDT 55,479   | received From/            |                   |
|  | paid To Shakti Foundation |                   |
| In Words: Fifty Five Thousand Four Hundred Seventy Nine Taka Only. |                           | Signature & Date: |

*checked by [Signature]*

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

205 99

02. Account Holder Name:

Mrs. Sabina Yesmin

03. Bank Account No:

10608 980 40001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

Jamalpur Branch.

06. Employee Mobile No:

01914 - 98 03 96

07. Employee Name & Signature:

সাবিনা



Verified By Supervisor's

Name (BM): MD: AKBAS KHAN.

EIN: : 14104

Signature: 

Date: 07.09.25


Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

  
Md. Moktar Hossain (16955)  
Area Supervisor  
Shakti Foundation

20/02/2026