

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/465

Date:25-10-2025

Employee Information

Employee Name:	Muklesuzzaman	Separation Effective Date:	21-May-2025
Employee ID:	11799	Length of Service:	7 years 3 Months 16 Days
Post Name:	Branch Manager	Salary paid up to:	30-Apr-25
Branch / Department:	Ruhitpur Dhaka	Separation Type:	Dismiss
Branch / Department Code	0462	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Days
Date of joining:	5-Feb-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01737381637
Last Working Day	20-May-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	16,000	20	10,323
A.Total salary Dues			10,323

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

Additional Payment	Amount
Salary for the of March 2025	36,129
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	750
Security Deposit Interest	5,000
Over Time (March & April,2025)	896
C.Total Additional Payment	42,775

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)	53,098

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	67,838	PF Loan (Principal)	-
Organization Contribution	67,838	PF Loan (Interest)	-
Profit on Employees Contribution	15,352		-
Profit on Organization Contribution	18,351		-
Total	166,379	Total PF Payable	-

Total Salary & Others (E)	53,098
Total Provident Fund	166,379
Total End of Service Benefit	219,477
Two Lac Nineteen Thousand Four Hundred Seventy Seven Taka Only.	

Prepared By M. Rahman 25/10/25
Checked By [Signature] 25/10/25

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

Reviewed By [Signature] 26/10/2025
Director

Approved By [Signature]
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 219,477 Received From/ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Two Lac Nineteen Thousand Four Hundred Seventy Seven Taka Only.

28 OCT 2025

Time: [Signature]

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

11799

02. Account Holder Name:

MUKLESUZZAMAN

03. Bank Account No:

105241211 0001

04. Bank Name:

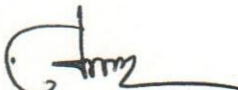
BRAC BANK

05. Bank Branch Name:

J TEJGAON SUB BRANCH - 060261726

06. Employee Mobile No:

01737-381637

MUKLESUZZAMAN. 

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MD. RIJAZUL ISLAM

EIN: 15169

Signature: 

Date: 17.07.2025

Verified By Supervisor's

Name (AS): MD. SHAHIDUL ISLAM

EIN: 18052

Signature: 

Date: 22.07.2025