

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/538

Date:30-10-2025

Employee Information

Employee Name:	Sujan Kumar	Separation Effective Date:	03-Sep-25
Employee ID:	15399	Length of Service:	4 years 8 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Santahar Naogaon	Separation Type:	Resignation
Branch / Department Code	0078	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	2-Jan-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01977651772
Last Working Day	2-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,182	33	26861
A.Total salary Dues			26,861

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	4,800
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	750
Security Deposit Interest	12,000
One Month Salary	2,120
C.Total Additional Payment	19,670

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	45,931

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,488	PF Loan (Principal)	30,250
Organization Contribution	41,488	PF Loan (Interest)	532
Profit on Employees Contribution	5,929		-
Profit on Organization Contribution	5,929		-
Total	94,834	Total PF Payable	30,782

Total Salary & Others (E)	45,931
Total Provident Fund	64,052
Total End of Service Benefit	109,983
In Words: One Lac Nine Thousand Nine Hundred Eighty Three Taka Only.	

Prepared By: M. Rahman 30/10/25
 Checked By: [Signature] 30/10/25
 Reviewed By: [Signature] 30/10/25
 Approved By: [Signature] 30/10/25

Employee Acknowledgement	Internal Audit and Legal Department
BDT 109,983	Receiver's Name: _____
Received From/	Paid To Shakti Foundation
In Words: One Lac Nine Thousand Nine Hundred Eighty Three Taka Only.	Signature & Date: _____

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

15399

02. Account Holder Name:

SUJAN KUMAR

03. Bank Account No:

2071030045830

04. Bank Name:

Dutch Bangla Bank Limited

05. Bank Branch Name:

Naogaon Branch

06. Employee Mobile No:

01977651772

07. Employee Name & Signature:

সুজন কুমার

Verified By Supervisor's

Name (BM): MD. Ziaur Rahman.

EIN: 04124


Signature: Ziaur

Date: 02.09.25

Verified By Supervisor's

Name (AS): শ্রী (সমিষ্টা (২৫/৯)

EIN: ৩৪৬১৭

Signature: 

Date: 02.09.25