

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:11-12-2025

Reference: Shakti/ Finance /Treasury/EFS/2025/688

Employee Information

Employee Name:	Sujon Chandra Howlader	Separation Effective Date:	06-Oct-25
Employee ID:	22615	Length of Service:	0 years 3 Months 21 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Aug-25
Branch / Department:	Nobigonj-Bandar Narayanganj	Separation Type:	Resignation
Branch / Department Code	0109	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 2 Days
Date of joining:	15-Jun-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Sep-2025	Contact Number	01575632813
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	35	20,903
A.Total salary Dues			20,903

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	20,226

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,600
E.Total Payable / Receivable (A+B+C-D)	25,529

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	-

Total Salary & Others (E)	25,529
Total Provident Fund	
Total End of Service Benefit	
Twenty Five Thousand Five Hundred Twenty Nine only	25,529

Employee Acknowledgement	Reviewed By	Approved By
BDT 25,529	Director	Md. Abdul Halim
Received From/ Paid To Shakti Foundation	Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women	Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women

Twenty Five Thousand Five Hundred Twenty Nine only

14/12/2025
Kamruzzaman
Reviewed By
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:
Signature & Date:

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

checked by
Muj

Employee Personal Bank Account

Information

Required Information

01. Employee EIN :

22615

02. Account Holder Name:

SUJON CHANDRA HOWLADER

03. Bank Account No:

2224217006043

04. Bank Name:

Prime Bank

05. Bank Branch Name:

SHERPUR BRANCH (170102746)

06. Employee Mobile No:

01575632813

07. Employee Name & Signature:

SUJON CHANDRA HOWLADER



Verified By Supervisor's

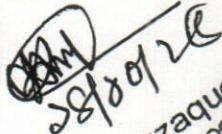
Name (BM): Md. Nurunnabi Miah

EIN: 0 5817

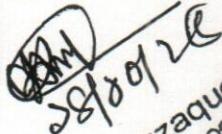
Signature: 

Date: 05/10/25
Md. Nurunnabi Miah
EIN: 05817
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): 

EIN:

Signature: 

Date:

28/10/26
Abdur Razzaque
Area Supervisor
Shakti Foundation