

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date:11-12-2025

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	25,529
Twenty Five Thousand Five Hundred Twenty Nine only	

Prepared By: M. Rahman 11.12.2025
Checked By: [Signature] 12.12.25
Reviewed By: [Signature] 14/12/2025
Director

Employee Acknowledgement		Process and Calculation is Audited based on supporting documents	
BDT 25,529	received From/	Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women	Receiver's Name:
Twenty Five Thousand Five Hundred Twenty Nine only		Signature & Date:	

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

checked by
[Signature]

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: 05817

Signature: 

Date: 05.10.25

Md. Nurunnabi Miah
EIN-05817
Branch Manager
Shakti Foundation

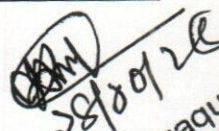
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


28/09/25
Abdur Razzaque
Area Supervisor
Shakti Foundation