

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/495

Date:26-10-2025

Employee Information

Employee Name:	Md. Sabbir Khan Heron	Separation Effective Date:	03/Jul/25
Employee ID:	21158	Length of Service:	0 years 11 Months 6 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Shahmakhdum Rajshahi	Separation Type:	Resignation
Branch / Department Code	0066	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	27-Jul-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01782859493
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	32	24,484
A.Total salary Dues			24,484

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	836
Over Time (March & April,2025)	-
C.Total Additional Payment	18,715

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	836
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	16,436
E.Total Payable / Receivable (A+B+C-D)	26,763

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	4,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	122		-
Profit on Organization Contribution	-		-
Total	4,722	Total PF Payable	-

Total Salary & Others (E)	26,763
Total Provident Fund	4,722
Total End of Service Benefit	31,485

Thirty One Thousand Four Hundred Eighty Five Taka Only.

Prepared By Ruhki 26.10.25

Prepared By

Checked By

Process and Calculation
Is Audited based on
supporting documents

Reviewed By Ka. Farhan Hasan
26.10.25
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Md. Abdul Halim
Senior Officer
Head of Finance
Shakti Foundation
for Disadvantaged Women

Approved By

Employee Acknowledgement

BDT 31,485 ☐ Received From/ ☐ Paid To Shakti Foundation

Thirty One Thousand Four Hundred Eighty Five Taka Only.

Receiver's Name:

Signature & Date:

checked by
AAV

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21158

02. Account Holder Name:

MD. SABBIR KHAN HE'RON

03. Bank Account No:

1071260025888

04. Bank Name:

EASTERN BANK Ltd. PLC (ebl)

05. Bank Branch Name:

Mirpur Branch

06. Employee Mobile No:

01782-859493

07. Employee Name & Signature:

MD. SABBIR KHAN HE'RON

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS): MD. Alomgir Hossain

EIN: 04787

Signature: [Signature]

Date: 3-7-25

Area Supervisor: [Signature]
Shakti