

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/548

Date:29-10-2025

Employee Information

Employee Name:	Anwer Jahid	Separation Effective Date:	15-Aug-25
Employee ID:	14456	Length of Service:	5 years 8 Months 7 Days
Post Name:	Branch Support Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Microfinance	Separation Type:	Resignation
Branch / Department Code	10010001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	8-Dec-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Jul-2025	Contact Number	01837853861
Last Working Day	14-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	29,348	45	42602
A.Total salary Dues			42,602

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,739	6	1	70,434
B.Total Gratuity Dues				70,434

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,900
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,500
Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	20,551

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)	133,587

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	50,377	PF Loan (Principal)	-
Organization Contribution	50,377	PF Loan (Interest)	-
Profit on Employees Contribution	8,569		-
Profit on Organization Contribution	8,569		-
Total	117,892	Total PF Payable	-

Total Salary & Others (E)

Total Provident Fund	133,587
Total End of Service Benefit	117,892
In Words: Two Lac Fifty One Thousand Four Hundred Seventy Nine Taka Only.	251,479

Prepared By *M. Rahman* 29/10/25

Checked By *[Signature]* 29/10/25

Reviewed By *[Signature]* 29/10/2025

Director

Approved By *[Signature]*

Mr. Abdul Halim
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 251,479	Received From/	Yaid To Shakti Foundation	Signature & Date:
In Words: Two Lac Fifty One Thousand Four Hundred Seventy Nine Taka Only.			

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

14456

02. Account Holder Name:

ANWERJAHID

03. Bank Account No:

2111030288469

04. Bank Name:

Dutch - Bangla Bank limited


05. Bank Branch Name:

Pallabi Dhaka

06. Employee Mobile No:

01837 853861


07. Employee Name & Signature:

Anwer Jahid


Verified By Supervisor's

Name (BM): Md. Shamsul Alam

EIN: 12828

Signature: 

Date: 14.08.25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: