

**Shakti Foundation For Disadvantaged Women**  
**Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/471

Date:13-10-2025

**Employee Information**

Employee Name:	Md. Enamul Haque	Separation Effective Date:	09/Apr/25
Employee ID:	22147	Length of Service:	0 years 2 Months 0 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	28-Feb-25
Branch / Department:	Baliadanga Chapainawabganj	Separation Type:	Resignation
Branch / Department Code	0285	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 0 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Mar-2025	Contact Number	01737621865
Last Working Day	8-Apr-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	39	22,800
<b>A.Total salary Dues</b>			<b>22,800</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,742
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>17,042</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>15,600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>24,242</b>

**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	-		-
<b>Total</b>		<b>- Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	24,242
Total Provident Fund	-
Total End of Service Benefit	24,242
Twenty Four Thousand Two Hundred Forty Two Taka Only.	

**Process and Calculation**

is Audited based on

Supporting documents

13/10/2025

Md. Enamul Haque  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Prepared By 13.10.25

Checked By

Reviewed By

Md. Enamul Haque  
Director

**Employee Acknowledgement**

BDT 24,242 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Four Thousand Two Hundred Forty Two Taka Only.

# Informaton

## Required Information

01. Employee EIN :

22147

02. Account Holder Name:

MD. ENAMUL HAQUE

03. Bank Account No:

003411100122632

04. Bank Name:

Uttara Bank Limited

05. Bank Branch Name:

Gopinathpur (250120822) Branch

06. Employee Mobile No:

01737-621865

07. Employee Name & Signature:

MD. ENAMUL HAQUE

### Verified By Supervisor's

Name (BM): Md. Anisur Rahman

EIN: 11688

Signature: 

Date: 20.05.2025

Md. Anisur Rahman  
Branch Manager  
EIN-11688  
Shakti Foundation

### Verified By Supervisor's

Name (AS): Md. Sohel Rana

EIN: 02946

Signature: 

Date: 20.5.25

MD. SOHEL RANA  
Area Supervisor  
EIN: 02946  
Shakti Foundation