

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/602

Date:03-11-2025

Employee Information

Employee Name:	Mitu Khatun	Separation Effective Date:	16/Jun/25
Employee ID:	19098	Length of Service:	2 years 7 Months 3 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Apr-25
Branch / Department:	Gopalpur Tangail	Separation Type:	Resignation
Branch / Department Code	0324	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 10 Days
Date of joining:	13-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-May-2025	Contact Number	01775974527
Last Working Day	15-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,520	46	35,280
A.Total salary Dues			35,280

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

Additional Payment	Amount
Eid-UI-Adha Bonus	9,408
TA & DA / Field trips	3,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,800
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,529
Over Time (March & April,2025)	-
C.Total Additional Payment	31,737

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)	67,017

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	20,734	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,234		-
Profit on Organization Contribution	-		-
Total	22,968	Total PF Payable	-

Total Salary & Others (E)	67,017
Total Provident Fund	22,968
Total End of Service Benefit	89,985
Eighty Nine Thousand Nine Hundred Eighty Five Taka Only.	

**Process and Calculation
is Audited based on
supporting documents**

Prepared By [Signature] 03.11.25
Checked By [Signature] 03.11.25

Reviewed By [Signature]
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]
Md. Asimul Hossain
Senior Manager
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 89,985 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: Signature & Date:
In Words: Eighty Nine Thousand Nine Hundred Eighty Five Taka Only.	

Checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19098

02. Account Holder Name:

MITU KHTUN

03. Bank Account No:

1054071530001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

UTTARA BRANCH

06. Employee Mobile No:

01775774527

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Shohid Mxcedha

EIN: 11832

Signature:



Date:

04.06.2530

Verified By Supervisor's

Name (AS): Forebail H. mney

EIN: 12025

Signature:



Date:

14/06/2025.