

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/13

Date:12-02-2025

Employee Information

Employee Name:	Md. Omar Faruk	Separation Effective Date:	16-Oct-24
Employee ID:	18589	Length of Service:	2 years 1 Months 12 Days
Post Name:	Micro Finance Officer	Salary paid up to:	August,2024
Branch / Department:	Kadamtali-Keraniganj Dhaka	Separation Type:	Resignation
Branch / Department Code	0093	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	04-Sep-22	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-Dec-22	Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Sep-24	Contact Number	01761081697
Last Working Day	15-Oct-24	Email ID :	0

Salary Information	Amount	Day	Amount
Gross	23,000	01 Month 15 Days	34129
A.Total salary Dues			34,129

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	0	0	0	0
B.Total Gratuity Dues				0

Additional Payment	Amount
Security Allowance & Field Trips	0
Field Trips / DSA	2968
Motor Cycle Allowance	0
Ancholik Allowance	0
Protection Allowance	0
Distance Allowance	1500
Security Deposit	0
Security Deposit Interest	0
Others Allowance	0
C.Total Additional Payment	4,468

Deductions	Amount (S)
Financial Misappropriation	0
Motorcycle Loan	0
Mobile Phone Handset Loan	0
Mobile Phone Subsidy	0
Bicycle Loan	0
Staff welfare Loan	0
One Month Salary	0
Allowance	0
Others	0
D.Total Deduction	0
E.Total Payable / Receivable (A+B+C-D)	38,597

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	18440	PF Loan (Principal)	0
Organization Contribution	0	PF Loan (Interest)	0
Profit on Employees Contribution	1608		0
Profit on Organization Contribution	0		0
Total	20,048	Total PF Payable	0

Total Salary & Others (E)	38,597
Total Provident Fund	20,048
Total End of Service Benefit	58,645
In Words: Fifty Eight Thousand Six Hundred Forty Five Taka Only.	

M. Rahman
1202-2024
Prepared By

Checked By

Process and Calculation
is Audited based on
supporting documents

Abdulla Bhi Reza
Senior General Manager
Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By

Employee Acknowledgement

BDT 58,645

ved From/

To Shakti Foundation

Receiver's Name:

Signature & Date:

Amount In Words: Fifty Eight Thousand Six Hundred Forty Five Taka Only.

Mst. Mahbuba Rahman
Sr. General Manager
Finance Department
Shakti Foundation for Disadvantaged Women

Shakti Foundation (Finance)
RECEIVED
19 FEB 2025
Time: _____, Sign: _____

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

18589

02. Account Holder Name:

MD. OMAR- FARUK

03. Bank Account No:

1053169620001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

UTTARA

06. Employee Mobile No:

01761-081697

07. Employee Name & Signature:

Omarr Faruk


Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

✓
1820920
Ajay Kumar Mondal
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Md. Moktar Hossain (16955)
Area Supervisor
Shakti Foundation

18.11.2024