

**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
<b>A.Total salary Dues</b>			<b>34,129</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	0	0	0	0
<b>B.Total Gratuity Dues</b>				<b>-</b>

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
<b>C.Total Additional Payment</b>	<b>4,468</b>

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 Allowance	0
Others	0
<b>D.Total Deduction</b>	<b>0</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>38,597</b>

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
<b>Total</b>	<b>20,048</b>	<b>Total PF Payable</b>	<b>0</b>

<b>Total Salary &amp; Others (E)</b>	38,597
<b>Total Provident Fund</b>	20,048
<b>Total End of Service Benefit</b>	<b>58,645</b>

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

Prepared By

Checked By

Approved By

**Employee Acknowledgement**

BDT 58,645 ☐ Deducted From/ ☐ To Shakti Foundation

Receiver's Name:

Signature & Date:

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

Bank transfer

Process and Calculation  
is Audited based on  
supporting documents

**Abdullah B. Reza**  
Sr. General Manager  
Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

**Shakti Foundation (Finance)**  
**RECEIVED**  
**19 FEB 2025**  
Time: \_\_\_\_\_ Sign: \_\_\_\_\_

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

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

18589

02. Account Holder Name:

MD. OMAR-FARUK

03. Bank Account No:

1053164620001

04. Bank Name:

BRAC BANK


05. Bank Branch Name:

UTTARA

06. Employee Mobile No:


01761-081697

07. Employee Name & Signature:

Omar Faruk  


Verified By Supervisor's

Name (BM):

  
20922

EIN:

Signature:

Ajay Kumar Mondal  
Branch Manager  
Shakti Foundation

Date:

Verified By Supervisor's

Name (AS):



EIN:

Md. Moktar Hossain (16955)  
Area Supervisor  
Shakti Foundation

Signature:

Date:

18.11.2024