

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

Reference: Shakti/ Finance /Treasury/EFS/2025/432

Date:23-09-2025

**Employee Information**

Employee Name:	Evuni Masud	Separation Effective Date:	13/May/25
Employee ID:	18880	Length of Service:	2 years 7 Months 11 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Nandina Jamalpur	Separation Type:	Resignation
Branch / Department Code	0216	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	2-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Apr-2025	Contact Number	01942312790
Last Working Day	12-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,300	42	35,094
<b>A.Total salary Dues</b>			<b>35,094</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,774
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time ( March & April,2025)	2,649
<b>C.Total Additional Payment</b>	<b>22,423</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>56,917</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	24,500	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,682		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>27,182</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>56,917</b>
<b>Total Provident Fund</b>	<b>27,182</b>
<b>Total End of Service Benefit</b>	<b>84,099</b>
Eighty Four Thousand Ninety Nine Taka Only.	

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

Prepared By 23-09-25 Checked By 23-09-25

Reviewed By Kamrul Hossain Director

Md. Abdul Halim  
Senior Director &  
Approved By  
Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 84,099 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Eighty Four Thousand Ninety Nine Taka Only.

checked by  
Masud

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

18880

02. Account Holder Name:

EVUNI MASUD

03. Bank Account No:

1053540630001

04. Bank Name:

BRAC BANK

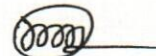
05. Bank Branch Name:

MIRPUR, DHAKA

06. Employee Mobile No:

01942312790

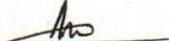
07. Employee Name & Signature: EVUNI MASUD



## Verified By Supervisor's

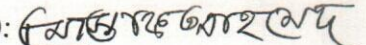
Name (BM): Md. Emranur Rahman

EIN: 12050


Signature: 

Date: 13/05/2025

## Verified By Supervisor's

Name (AS): 

EIN: 00000

Signature: 

Date: 20/05/25