

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/638

Date:11-11-2025

Employee Information

| | | | |
|-----------------------------|----------------------|---------------------------------|--------------------------|
| Employee Name: | Mst. Golapi Khatun | Separation Effective Date: | 23-Oct-24 |
| Employee ID: | 19586 | Length of Service: | 1 years 5 Months 16 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 31-Aug-24 |
| Branch / Department: | Mithapukur Rangpur | Separation Type: | Dismiss |
| Branch / Department Code | 0193 | Notice Period: | 0 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Days |
| Date of joining: | 7-May-2023 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Aug-2023 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 23-Sep-2024 | Contact Number | 01750341507 |
| Last Working Day | 23-Oct-2024 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 23,000 | 53 | 40,065 |
| A.Total salary Dues | | | 40,065 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 3,484 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | 2,090 |
| Due Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | 1,057 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 21,631 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | 4,100 |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | - |
| Abashon Rent | - |
| Income Tax | - |
| D.Total Deduction | 4,100 |
| E.Total Payable / Receivable (A+B+C-D) | 57,596 |

Provident Fund

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 11,720 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 782 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 12,502 | Total PF Payable | - |

| | |
|--------------------------------------|---------------|
| Total Salary & Others (E) | 57,596 |
| Total Provident Fund | 12,502 |
| Total End of Service Benefit | 70,098 |
| Seventy Thousand Ninety Eight only | |

Prepared By M. Rahman 11.11.25
Checked By [Signature] 12.11.25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By Kamrul Hasan
12/11/25

Approved By [Signature]
Md. Kabirul Hossain
Senior Auditor &
Head of Finance
Shakti Foundation
for Disadvantaged Women

| | |
|---|--|
| Employee Acknowledgement | Receiver's Name: Disadvantaged Women |
| BDT 70,098 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation | Signature & Date: |
| Seventy Thousand Ninety Eight only | |

checked by
MAY

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19586

02. Account Holder Name:

Mst. Golapi khatun

03. Bank Account No:

1611580033552

04. Bank Name:

DBBL

05. Bank Branch Name:

06. Employee Mobile No:

(01750-341507


07. Employee Name & Signature:

মস্টার গোলপি - Golapi

Verified By Supervisor's

Name (BM): Md. Sazzad Islam

EIN: 12065


Signature: 

Date: 08.01.2025

Verified By Supervisor's

Name (AS): Abdur Razzak

EIN: 10376

Signature: 

Date: 08.01.2025

Abdur Razzak (EIN-10376)
Shakti Foundation
Area Supervisor, Tongue