

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/298

Date:08-07-2025

Employee Information

Employee Name:	Pipasa Akter	Separation Effective Date:	04-Dec-24
Employee ID:	19287	Length of Service:	1 years 11 Months 29 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-24
Branch / Department:	Chunarughat,Habigonj	Separation Type:	Resignation
Branch / Department Code	60010574	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	5-Dec-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2024	Contact Number	01767861654
Last Working Day	3-Dec-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	33	25,226
A.Total salary Dues			25,226

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	2,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,645
Shurakkha Bhata	1,316
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,464
Over Time (March & April,2025)	-
C.Total Additional Payment	21,619

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	1,752
Mobile Phone Subsidy	2,199
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Others	-
D.Total Deduction	3,951
E.Total Payable / Receivable (A+B+C-D)	42,894

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	17,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,309		-
Profit on Organization Contribution	-		-
Total	(19,069)	Total PF Payable	-

Total Salary & Others (E)	42,894
Total Provident Fund	19,069
Total End of Service Benefit	61,963
Sixty One Thousand Nine Hundred Sixty Three Taka Only.	

Process and Calculation
Is Audited based on
supporting documents

Prepared By K Rahman 08.07.25
Checked By [Signature] 08.07.25

[Signature]
Kamrul Hasnat
Director

[Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 61,963 ☐ Received From/ ☐ Paid To Shakti Foundation


Signature & Date:

In Words: Sixty One Thousand Nine Hundred Sixty Three Taka Only.

checked by
[Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN : 19287
02. Account Holder Name: PIPASA AKTER
03. Bank Account No: 1054417170001
04. Bank Name: Bpac Bank
05. Bank Branch Name: Jayhote Branch.
06. Employee Mobile No: 01767861654
07. Employee Name & Signature: PIPASA AKTER, 

Verified By Supervisor's

Name (BM):

EIN:

Signature: 

Date: 06/02/2018

Md. Jewel Mia
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature: 

Date: 22-02-28

Md. Farid Uddin
Ein: 03801
Area Supervisor
Shakti Foundation