

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/588

Date:20-11-2025

Employee Information

Employee Name:	Md. Pavel Rahaman	Separation Effective Date:	17/Oct/24
Employee ID:	18917	Length of Service:	2 years 0 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-24
Branch / Department:	Rupdia Jashore	Separation Type:	Dismiss
Branch / Department Code	0300	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	10-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01931119990
Last Working Day	16-Oct-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	16	11,871
A.Total salary Dues			11,871

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,032
DSA	-
Motor Cycle Allowance	774
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,615
Over Time (March & April,2025)	-
C.Total Additional Payment	18,421

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	29,992

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	18,520	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,505		-
Profit on Organization Contribution	-		-
Total	20,025	Total PF Payable	-

Total Salary & Others (E)	29,992
Total Provident Fund	20,025
Total End of Service Benefit	50,017
Fifty Thousand Seventeen Taka Only.	

Prepared By [Signature] 20.11.25
Checked By [Signature] 20.11.25

Employee Acknowledgement

BDT 50,017 Received From/ ☐ Paid To Shakti Foundation
Fifty Thousand Seventeen Taka Only.

Receiver's Name:

Signature & Date:

Process and Calculation
is Audited based on
supporting documents

Md. [Signature]
Deputy General Manager
Assistant Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By

[Signature]
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

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02. Account Holder Name:

শ্রী: শাহজাহান আহমাদ

03. Bank Account No:

২০৬৭২২৬৫০০০২

04. Bank Name:

আবু আবু

05. Bank Branch Name:

মজলিস মাদ্রাসা

06. Employee Mobile No:

০১৭৩১-১১৭৭৭০

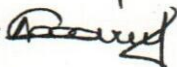
07. Employee Name & Signature:

শ্রী: শাহজাহান আহমাদ

Verified By Supervisor's

Name (BM): MD. SMIRUL ISLAM KHAN

EIN: ০৪৬৫৬

Signature: 

Date:

Verified By Supervisor's

Name (AS): Pratul Kumar Mm

EIN: 14554

Signature: 

Date: 03/07/25