

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/526

Date:20-10-2025

Employee Information

Employee Name:	Md. Nazrul Islam	Separation Effective Date:	15-May-24
Employee ID:	20517	Length of Service:	0 years 4 Months 1 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-24
Branch / Department:	Chalakhor-Monohardi Narsingdi	Separation Type:	No Longer in Service
Branch / Department Code	0318	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	14-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	—	Contact Number	01959797119
Last Working Day	14-May-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	14	8,129
A.Total salary Dues			8,129

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

Additional Payment	Amount
Baisakhi Allowance	-
TA & DA / Field trips	903
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	18,000
C.Total Additional Payment	33,903

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	18,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	33,300
E.Total Payable / Receivable (A+B+C-D)	8,732

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	8,732
Total Provident Fund	-
Total End of Service Benefit	8,732
In Words: Eight Thousand Seven Hundred Thirty Two Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rahman 20.10.25

Checked By M. Nazrul Islam 20.10.25

Reviewed By M. Nazrul Islam 20.10.25

Approved By M. Nazrul Islam

Md. Nazrul Islam
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 8,732	Received From/	Paid To Shakti Foundation	Receiver's Name:
			Signature & Date:
In Words: Eight Thousand Seven Hundred Thirty Two Taka Only.			

checked by
M. Rahman

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20517

02. Account Holder Name:

MD. NAZRUL ISLAM

03. Bank Account No:

6201801002159

04. Bank Name:

Sonali Bank Sherpur.

05. Bank Branch Name:

Sherpur Sadar Sherpur

06. Employee Mobile No:

01959797119

07. Employee Name & Signature:

MD. NAZRUL ISLAM
NAZRUL

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: