

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

Reference: Shakti/ Finance /Treasury/EFS/2025/390

Date:03-09-2025

**Employee Information**

Employee Name:	Md. Pavel Khalifa	Separation Effective Date:	30-Apr-25
Employee ID:	21048	Length of Service:	0 years 10 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Bhanga Faridpur	Separation Type:	Resignation
Branch / Department Code	60010201	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 5 Days
Date of joining:	29-Jun-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Mar-2025	Contact Number	01775272728
Last Working Day	29-Apr-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,000	29	22,233
<b>A.Total salary Dues</b>			<b>22,233</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	8,850
DSA	-
Baishakhi Allowance	1,840
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>26,603</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	913
One Month Salary	-
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>16,213</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>32,623</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	133		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>3,813</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>32,623</b>
<b>Total Provident Fund</b>	<b>3,813</b>
<b>Total End of Service Benefit</b>	<b>36,436</b>
Thirty Six Thousand Four Hundred Thirty Six Taka Only.	

Prepared By M Rahman 03.09.25  
Checked By [Signature] 03.09.25

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

Kamrul Hasan  
Director

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

**Employee Acknowledgement**

BDT 36,436 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Thirty Six Thousand Four Hundred Thirty Six Taka Only.

Signature & Date:

*checked by  
[Signature]*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21048

02. Account Holder Name:

MD. PAVEL KHALIFA

03. Bank Account No:

1071260024397

04. Bank Name:


Eastern Bank PLC

05. Bank Branch Name:

Mirpur

06. Employee Mobile No:

01775272728

07. Employee Name & Signature: MD. PAVEL KHALIFA  


### Verified By Supervisor's

Name (BM):

Gurudao Shil

EIN:

12324

Signature:



Date:

Gurudao Shil  
Branch Manager (in 12324)  
SHAKTI Foundation

### Verified By Supervisor's

Name (AS):



EIN:

06.05.25

Signature:

MD. HARUN-AR-RASHID  
Area Supervisor EIN-05879  
Shakti Microfinance Program.

Date: