

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

Reference: Shakti/ Finance /Treasury/EFS/2025/552

Date:30-10-2025

**Employee Information**

Employee Name:	Beauti Akter	Separation Effective Date:	04-Jul-25
Employee ID:	21195	Length of Service:	0 years 11 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Kotwali Chattogram	Separation Type:	Resignation
Branch / Department Code	0056	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	27-Jul-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jun-2025	Contact Number	01839616247
Last Working Day	3-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	33	25226
<b>A.Total salary Dues</b>			<b>25,226</b>

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

Additional Payment	Amount
Leave Encashment	-
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	836
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>20,991</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	836
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>15,836</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>30,381</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	4,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	122		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>4,722</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>30,381</b>
<b>Total Provident Fund</b>	<b>4,722</b>
<b>Total End of Service Benefit</b>	<b>35,103</b>

In Words: Thirty Five Thousand One Hundred Three Taka Only.

Prepared By Mahmud 30.10.25  
Checked By 30.10.25

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

Reviewed By 30/10/2025  
Director

Approved By 30/10/2025  
Head of Finance  
Shakti Foundation  
For Disadvantaged Women

**Employee Acknowledgement**

BDT 35,103 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Thirty Five Thousand One Hundred Three Taka Only.

Signature & Date:

*Checked by  
30.10.25*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21195

02. Account Holder Name:

BEAUTI AKTER

03. Bank Account No:

1071260026202

04. Bank Name:

Eastern Bank PLC

05. Bank Branch Name:

100 Gulshan Avenue Dhaka 1212

06. Employee Mobile No:

01839616247

07. Employee Name & Signature:

Beauty  
02-07-25  
Beauty AKTER

## Verified By Supervisor's

Name (BM): Sourav chowdhury

EIN: 07934

Signature: 

Date: 02.07.25

## Verified By Supervisor's

Name (AS): Masudur Rahman

EIN: 01602

Signature: 

Date: 02.07.25  
Masudur Rahman  
EIN-01602  
Area Supervisor  
Shakti Foundation