

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

Reference: Shakti/ Finance /Treasury/EFS/2025/557

Date:05-11-2025

Employee Information

Employee Name:	Mst. Ambia Khatun	Separation Effective Date:	01-Jul-25
Employee ID:	20306	Length of Service:	1 years 7 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Gobindaganj Gaibandha	Separation Type:	Resignation
Branch / Department Code	0203	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 3 Days
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	28-Jun-2025	Contact Number	01719943232
Last Working Day	30-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,300	30	25,300
A.Total salary Dues			25,300

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,500
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,200
Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	1,472
Over Time (March & April,2025)	-
C.Total Additional Payment	22,922

Deductions	Amount (S)
Financial Misappropriation	40,291
Motorcycle Loan	-
Mobile Phone Handset Loan	10,893
Mobile Phone Subsidy	2,476
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	53,660
E.Total Payable / Receivable (A+B+C-D)	(5,438)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	13,064	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	774		-
Profit on Organization Contribution	-		-
Total	13,838	Total PF Payable	-

Total Salary & Others (E)	(5,438)
Total Provident Fund	13,838
Total End of Service Benefit	8,400

Two Lakh Eighty Seven Thousand Seven Hundred Sixty Seven only

Prepared By M. Rabon 05.11.25
Checked By Rabon 05.11.25

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

Reviewed By Kamrul Hasan 06.11.2025

Md. Abdul Haki
Senior Officer
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 8,400	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation
Two Lakh Eighty Seven Thousand Seven Hundred Sixty Seven only		

Director
Receiver's Name
Internal Audit and Legal
Shakti Foundation for Disadvantaged Women
Signature & Date:

checked by
MAV

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20306

02. Account Holder Name:

Mst Ambia khatoon

03. Bank Account No:

1059776330001

04. Bank Name:

Brac Bank

05. Bank Branch Name:

G. BOGRA BRANCH

06. Employee Mobile No:

01719943232

07. Employee Name & Signature:

Ambia

Verified By Supervisor's

Name (BM): MD. Roknuzzaman

EIN: 04646


Signature: 

Date: 24.6.25
MD. ROKNUZZAMAN
E.I.N: 04646
Manager
Shakti Foundation

Verified By Supervisor's

Name (AS):  Md. Samuraz

EIN: 04148

Signature: 

Date: 24-6-25
MD. SAMURAZ HOSSAIN
Manager (04148)
Shakti Foundation