

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

**Date: 26-10-2025**

Reference: Shakti/ Finance /Treasury/EFS/2025/600

**Employee Information**

Employee Name:	Mst. Rupa Khatun	Separation Effective Date:	04/Aug/25
Employee ID:	16762	Length of Service:	3 years 8 Months 14 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Nachol, Chapainawabganj	Separation Type:	Resignation
Branch / Department Code	0614	Notice Period:	01 Month
Employment Type:	Permanet	Notice Period Completed:	1 Months 1 Days
Date of joining:	21-Nov-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01777822346
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,992	34	30,701
<b>A.Total salary Dues</b>			<b>30,701</b>

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

Additional Payment	Amount
Leave Encashment	4,935
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,316
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April, 2025)	6,251
<b>C.Total Additional Payment</b>	

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>36,952</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	

**Shakti Foundation (Finance)**  
**RECEIVED**  
**29 OCT 2025**  
Time: 12:00 PM

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)			
Employees Contribution	34,684	PF Loan (Principal)	-
Organization Contribution	34,684	PF Loan (Interest)	-
Profit on Employees Contribution	3,845		-
Profit on Organization Contribution	3,845		-
<b>Total</b>	<b>77,058</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	36,952
<b>Total Provident Fund</b>	77,058
<b>Total End of Service Benefit</b>	<b>114,010</b>
One Lac Fourteen Thousand Ten Taka Only.	

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

Prepared By: *[Signature]* 26.10.25  
Checked By: *[Signature]*

Reviewed By: *[Signature]* 28/10/25  
Kamrul Hasan

*[Signature]*  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

<b>Employee Acknowledgement</b>	<b>Director</b>
BDT 114,010 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	<b>Receiver's Name:</b>
In Words: One Lac Fourteen Thousand Ten Taka Only.	<b>Signature &amp; Date:</b>

*checked by*  
*[Signature]*



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

16762

02. Account Holder Name:

MST. RUPA KHATUN

03. Bank Account No:

4321490018586450 1510105022234001

04. Bank Name:

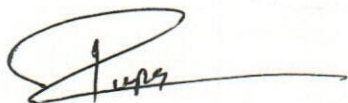
BRAC BANK

05. Bank Branch Name:

Uttara, Dhaka - North

06. Employee Mobile No:

01777822346



07. Employee Name & Signature:

Mst. Rupa Khatun

## Verified By Supervisor's

Name (BM): Md. Simul Parvef

EIN: 09067

Signature: 

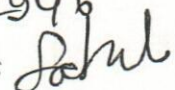
Date: 30.07.25

Md. Simul Parvef  
Branch Manager  
EIN: 09067  
Shakti Foundation

## Verified By Supervisor's

Name (AS): Md. Sohul Rana

EIN: 02946

Signature: 

Date: 30.7.25

MD. SOHEL RANA  
Area Supervisor  
EIN: 02946  
Shakti Foundation