

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/27

Date:18-02-2025

**Employee Information**

|                             |                       |                                 |                          |
|-----------------------------|-----------------------|---------------------------------|--------------------------|
| Employee Name:              | Md. Jafuralla Sarafat | Separation Effective Date:      | 01-May-24                |
| Employee ID:                | 18782                 | Length of Service:              | 1 years 7 Months 13 Days |
| Post Name:                  | Accountant            | Salary paid up to:              | 31-03-24                 |
| Branch / Department:        | Shahjadpur Sirajgonj  | Separation Type:                | Resignation              |
| Branch / Department Code    | 0152                  | Notice Period:                  | 01 Month                 |
| Employment Type:            | Permanent             | Notice Period Completed:        | 0 Months 15 Days         |
| Date of joining:            | 18-Sep-22             | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:       | 01-Apr-23             | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date | 16-Apr-24             | Contact Number                  | 01309498407              |
| Last Working Day            | 30-Apr-24             | Email ID :                      | 0                        |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 25,300 | 30    | 25300         |
| <b>A.Total salary Dues</b> |        |       | <b>25,300</b> |

| Gratuity Information         | Basic | Year | No. of Gratuity | Amount   |
|------------------------------|-------|------|-----------------|----------|
| Gratuity                     | 0     | 0    | 0               | 0        |
| <b>B.Total Gratuity Dues</b> |       |      |                 | <b>-</b> |

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Security Allowance & Field Trips  | 0             |
| Base Allowance / Field trips      | 2000          |
| Car Allowance                     | 0             |
| Motor Cycle Allowance             | 0             |
| Ancholik Allowance                | 0             |
| Protection Allowance              | 0             |
| Distance Allowance                | 0             |
| Security Deposit                  | 15000         |
| Security Deposit Interest         | 717           |
| Others Allowance                  | 0             |
| <b>C.Total Additional Payment</b> | <b>17,717</b> |

| Deductions                                    | Amount (S)    |
|-----------------------------------------------|---------------|
| Financial Misappropriation                    | 0             |
| Motorcycle Loan                               | 0             |
| Mobile Phone Handset Loan                     | 0             |
| Mobile Phone Subsidy                          | 0             |
| Bicycle Loan                                  | 0             |
| Staff welfare Loan                            | 0             |
| One Month Salary                              | 25300         |
| Allowance                                     | 0             |
| Others                                        | 0             |
| <b>D.Total Deduction</b>                      | <b>25300</b>  |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>17,717</b> |

**Provident Fund**

| Particular (S)                      | Amount (S)    | Particular (S)          | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution              | 11500         | PF Loan (Principal)     | 0          |
| Organization Contribution           | 0             | PF Loan (Interest)      | 0          |
| Profit on Employees Contribution    | 589           |                         | 0          |
| Profit on Organization Contribution | 0             |                         | 0          |
| <b>Total</b>                        | <b>12,089</b> | <b>Total PF Payable</b> | <b>0</b>   |

|                              |               |
|------------------------------|---------------|
| Total Salary & Others (E)    | 17,717        |
| Total Provident Fund         | 12,089        |
| Total End of Service Benefit | <b>29,806</b> |

In Words: Twenty Nine Thousand Eight Hundred Six Taka Only.

Prepared By: *M Rahman* 18-02-2025  
Checked By: *[Signature]* 18-02-25

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

Reviewed by:  
**Abdullah Bin Reza**  
Senior General Manager  
Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By:  
**Md. Abdul Halim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 29,806 ☐ Received From/ ☐ To Shakti Foundation

Amount In Words: Twenty Nine Thousand Eight Hundred Six Taka Only.

Signature & Date:

*[Signature]* 20/2/2025  
**Mst. Mansuba Ratan**  
Sr. General Manager  
Finance Department  
Shakti Foundation for Disadvantaged Women

**Shakti Foundation (Finance)**  
**RECEIVED**  
**19 FEB 2025**  
*[Signature]*

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

18782

02. Account Holder Name:

Md. Jafwulla Sarafat

03. Bank Account No:

1053423340001

04. Bank Name:

Brac Bank

05. Bank Branch Name:

Uttara Branch

06. Employee Mobile No:

01742-466447

07. Employee Name & Signature:

Md. Jafwulla Sarafat Sarafat

## Verified By Supervisor's

Name (BM): Md. Abdur Razzak

EIN: 10520

Signature: Razzak

Date: 03.06.24

MD. ABDUR RAZZAK  
Branch Manager  
EIN: 10520  
Shakti Foundation

## Verified By Supervisor's

Name (AS): Md. Miaq Hossain

EIN: 19447

Signature: Miaq

Date: 03.06.24