

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/569

Date:09-11-2025

Employee Information

Employee Name:	Md. Manik Hosen	Separation Effective Date:	01-Sep-25
Employee ID:	22094	Length of Service:	0 years 6 Months 30 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	31-Aug-25
Branch / Department:	Mirpur 10 Dhaka	Separation Type:	Discontinuation of Service
Branch / Department Code	0001	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	2-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01963715815
Last Working Day	31-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	1	667
A.Total salary Dues			667

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
VTs Tracker	-
C.Total Additional Payment	15,300

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Others	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	15,667

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	15,667
Total Provident Fund	-
Total End of Service Benefit	15,667

In Words: Fifteen Thousand Six Hundred Sixty Seven Taka Only.

Prepared By M. Rahman 09/11/25
 Checked By [Signature] 09/11/25

Process and Calculation
 is Audited based on
 supporting documents

Reviewed By

Kamrul Hasan

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

Employee Acknowledgement

BDT 15,667 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Fifteen Thousand Six Hundred Sixty Seven Taka Only.

Director
 Receiver's Name
 Signature & Date:

checked by
 MDV

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22094

02. Account Holder Name:

MD. MANIK MOSEN

03. Bank Account No:

2203594682001

04. Bank Name:

CITY BANK

05. Bank Branch Name:

Rajbari City Bank

06. Employee Mobile No:

01963-715815


07. Employee Name & Signature:

MD. Manik Hosen
manik

Verified By Supervisor's

Name (BM): Nannan chaulus

EIN: 12392

Signature: 

Date: 08/09/2025


Verified By Supervisor's

Name (AS):

MD. NORU AMIN

EIN:

01762

Signature: 

Date:

08/09/2025