

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

Reference: Shakti/ Finance /Treasury/EFS/2025/531

Date:25-10-2025

**Employee Information**

Employee Name:	Umme Shawon Rumki	Separation Effective Date:	14-Aug-25
Employee ID:	21207	Length of Service:	1 years 1. Months 3 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Jun-25
Branch / Department:	Kabirhat Noakhali	Separation Type:	Resignation
Branch / Department Code	4106	Notice Period:	01 Month
Employment Type:	Contractul	Notice Period Completed:	1 Months 0 Days
Date of joining:	11-Jul-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Jul-2025	Contact Number	01313670343
Last Working Day	13-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,000	41	19838
<b>A.Total salary Dues</b>			<b>19,838</b>

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

Additional Payment	Amount
Security Allowance & Field Trips	1,587
TA & DA / Field trips	0
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	759
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>17,346</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>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>37,184</b>

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	-		-
<b>Total</b>	<b>-</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	37,184
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>37,184</b>
In Words: Thirty Seven Thousand One Hundred Eighty Four Taka Only.	

Prepared By <u>25.10.25</u>	Checked By <u>25.10.25</u>	Reviewed By <u>26.10.2025</u>	Approved By <u>26.10.2025</u>
Employee Acknowledgement		Director	
BDT 37,184		Internal Audit and Legal Department	
In Words: Thirty Seven Thousand One Hundred Eighty Four Taka Only.		Signature & Date:	

checked by  
MOT



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

21207

02. Account Holder Name:

Umme Shawon Rumki

03. Bank Account No:

3010101112227

04. Bank Name:

Pubali Bank Limited


05. Bank Branch Name:

Bosuchat, Companiganj - Noakhali

06. Employee Mobile No:

01313670343


07. Employee Name & Signature:

Umme Shawon Rumki, 

Verified By Supervisor's

Name (BM): For, Swapan Chandra Saha

EIN: 09325

Signature: 

Date: 15/07/25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: