

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/226

Date:01-06-2025

**Employee Information**

Employee Name:	Md. Miraj Hossain	Separation Effective Date:	01-Jan-25
Employee ID:	21720	Length of Service:	0 years 1 Months 22 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Nov-24
Branch / Department:	Sadar Jhalokati	Separation Type:	Resignation
Branch / Department Code	60010192	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 0 Days
Date of joining:	10-Nov-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Dec-2024	Contact Number	01738953749
Last Working Day	31-Dec-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	31	18,000
<b>A.Total salary Dues</b>			<b>18,000</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	-
Base Allowance / Field trips	2,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>17,000</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Others	-
<b>D.Total Deduction</b>	<b>15,300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>19,700</b>

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)			
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>	-	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	19,700
Total Provident Fund	-
<b>Total End of Service Benefit</b>	<b>19,700</b>
Nineteen Thousand Seven Hundred Taka Only.	

Prepared By M Rahman 01.06.25  
Checked By [Signature] 01.06.25

Reviewed By Kamrul Hasan  
Director

Approved By [Signature]  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 19,700 ☐ Received From/ ☐ Paid To Shakti Foundation

Internal Audit and Legal Department  
Shakti Foundation

Signature & Date:

In Words Nineteen Thousand Seven Hundred Taka Only.

checked by [Signature]


Process and Calculation  
is Audited based on  
supporting documents



# Employee Personal Bank Account Information

## Required Information


01. Employee EIN : 21720
02. Account Holder Name: MD. MIRAJ HOSAIN .
03. Bank Account No: 1071260033740
04. Bank Name: Eastern Bank PLC.
05. Bank Branch Name: 100 Gulshan Avenue, Dhaka 1212
06. Employee Mobile No: 01738953740.

MD. MIRAJ HOSAIN   
07. Employee Name & Signature:

## Verified By Supervisor's

Name (BM): Tasuddin

EIN: 04333

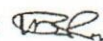
Signature:  Tasuddin  
Branch Manger  
Shakti Foundation

Date: 31-12-24

## Verified By Supervisor's

Name (AS): Md. Masud Rana

EIN: 08468

Signature: 

Date: 31-12-28

Md. Masud Rana  
Area Supervisor  
Shakti Foundation