

## Shakti Foundation For Disadvantaged Women

## Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/254

Date:16-06-2025

## Employee Information

Employee Name:	Robel Pervez	Separation Effective Date:	14-Feb-25
Employee ID:	20082	Length of Service:	1 years 4 Months 15 Days
Post Name:	Micro Finance Officer	Salary paid up to:	31-Dec-24
Branch / Department:	Debidwar Cumilla	Separation Type:	Resignation
Branch / Department Code	60010184	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	30-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Jan-2025	Contact Number	01682783821
Last Working Day	13-Feb-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	44	33,679
<b>A.Total salary Dues</b>			33,679

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

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	2,929
DSA	-
Motor Cycle Allowance	-
Big branch Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	605
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	18,534

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Others	-
<b>D.Total Deduction</b>	600
<b>E.Total Payable / Receivable (A+B+C-D)</b>	51,613

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	9,200	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	313		-
Profit on Organization Contribution	-		-
<b>Total</b>	9,513	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	51,613
<b>Total Provident Fund</b>	9,513
<b>Total End of Service Benefit</b>	61,126
Sixty One Thousand One Hundred Twenty Six Taka Only	

Prepared By: M. Rahman 16.06.2025  
 Checked By: [Signature]  
 Reviewed By: Kamrul Hasan 17/6/25  
 Approved By: [Signature]

Employee Acknowledgement

BDT 61,126 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Sixty One Thousand One Hundred Twenty Six Taka Only.

Signature & Date:

Process and Calculation  
 is Audited based on  
 supporting documents

checked by  
 [Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20082

02. Account Holder Name:

Robel Pervez

03. Bank Account No:

1058901550001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

Payable at any branch in Bangladesh

06. Employee Mobile No:

01682783821

07. Employee Name & Signature:

Robel Pervez 

## Verified By Supervisor's


Name (BM): 

EIN: 03559

Signature: 

Date: 13-02-25

## Verified By Supervisor's

Name (AS): 

EIN: 13914

Signature: 

Date:

23.2.25  
Md Mahmudul Hasan  
EIN-13914  
Area Supervisor  
Shakti Foundation