

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/523

Date:19-10-2025

Employee Information

Employee Name:	Salma Khatun	Separation Effective Date:	29-Aug-25
Employee ID:	22166	Length of Service:	0 years 6 Months 20 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Sadar Kushtia	Separation Type:	Discontinuation of Service
Branch / Department Code	0128	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01776553684
Last Working Day	28-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	28	16258
A.Total salary Dues			16,258

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,806
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,084
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time (March & April,2025)	-
C.Total Additional Payment	18,190

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	34,448

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)	34,448
Total Provident Fund	-
Total End of Service Benefit	34,448
In Words: Thirty Four Thousand Four Hundred Forty Eight Taka Only.	

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

Prepared By 19.10.25 Checked By 19.10.25

Reviewed By 19.10.2025
Kamrul Hasan

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT <u>34,448</u> <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: Signature & Date:
In Words: Thirty Four Thousand Four Hundred Forty Eight Taka Only.	

Checked by
AAOV

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22166

02. Account Holder Name:

Salma Khatun

03. Bank Account No:

2164212027129

04. Bank Name:

Prime Bank

05. Bank Branch Name:

Pallabi Branch

06. Employee Mobile No:

01776553684

07. Employee Name & Signature:Salma Khatun
S M S T

Verified By Supervisor's

Name (BM): Diup Kumar Saha

EIN: 04429


Signature: 

Date: 28-08-25

Verified By Supervisor's

Name (AS): Md. Faruq Ahmed

EIN: 04027

Signature: 

Date: 31-08-25