

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/521

Date:19-10-2025

Employee Information

| | | | |
|-----------------------------|----------------------|---------------------------------|-------------------------|
| Employee Name: | Rimon Mia | Separation Effective Date: | 06-Nov-24 |
| Employee ID: | 20211 | Length of Service: | 1 years 0 Months 9 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 30-Sep-24 |
| Branch / Department: | Daganbhuiyan Feni | Separation Type: | Resignation |
| Branch / Department Code | 0189 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | 1 Months 0 Days |
| Date of joining: | 28-Oct-2023 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Apr-2024 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 6-Oct-2024 | Contact Number | 01646314631 |
| Last Working Day | 5-Nov-2024 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 23,000 | 36 | 26833 |
| A.Total salary Dues | | | 26,833 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | - |
| DSA | 2333 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Distance Allowance | - |
| Security Deposit | 3,000 |
| Security Deposit Interest | 15,000 |
| Over Time (March & April,2025) | 527 |
| C.Total Additional Payment | 20,860 |

| 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 | 600 |
| D.Total Deduction | - |
| E.Total Payable / Receivable (A+B+C-D) | 600 |
| | 47,093 |

Provident Fund

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|--------------|-------------------------|------------|
| Employees Contribution | 5,520 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 235 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 5,755 | Total PF Payable | - |

| | |
|---|---------------|
| Total Salary & Others (E) | 47,093 |
| Total Provident Fund | 5,755 |
| Total End of Service Benefit | 52,848 |
| In Words: Fifty Two Thousand Eight Hundred Forty Eight Taka Only. | |

Process and Calculation is Audited based on supporting documents

Prepared By: *M Rahman* 19/10/25
 Checked By: *19/10/25*
 Reviewed By: *19/10/25*
 Approved By: *19/10/25*

Employee Acknowledgement

BDT 52,848 ☐ received From/ ☐ paid To Shakti Foundation

In Words: Fifty Two Thousand Eight Hundred Forty Eight Taka Only.

Signature & Date:

checked by 19/10/25

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20211

02. Account Holder Name:

Rimon Mia

03. Bank Account No:

1059542020001

04. Bank Name:

Brac Bank


05. Bank Branch Name:

BOGRA BRANCH

06. Employee Mobile No:

01646 31 46 31

07. Employee Name & Signature:

Rimon Mia



Verified By Supervisor's

Name (BM): Athanu Barua

EIN: 10411

Signature:

Date:


05.11.24
Athanu Barua
Branch Manager
Shakti Foundation


Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


19.11.24
Suman Dutta
Area Supervisor
Feni Area
Shakti Foundation