

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

Reference: Shakti/ Finance /Treasury/EFS/2025/551

Date:05-11-2025

Employee Information

Employee Name:	Mst. Brishti Khatun	Separation Effective Date:	10-Feb-25
Employee ID:	18916	Length of Service:	2 years 4 Months 0 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Dec-24
Branch / Department:	Sadar Rajbari	Separation Type:	Resignation
Branch / Department Code	0124	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 5 Days
Date of joining:	10-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Jan-2025	Contact Number	01320859789
Last Working Day	9-Feb-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	40	32824
A.Total salary Dues			32,824

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

Additional Payment	Amount
Leave Encashment	4,140
TA & DA / Field trips	2,643
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,586
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,615
Over Time (March & April,2025)	-
C.Total Additional Payment	24,984

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	11,775
Mobile Phone Subsidy	2,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	14,474
E.Total Payable / Receivable (A+B+C-D)	43,334

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	21,428	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,531		-
Profit on Organization Contribution	-		-
Total	22,959	Total PF Payable	-

Total Salary & Others (E)	43,334
Total Provident Fund	22,959
Total End of Service Benefit	66,293
In Words: Sixty Six Thousand Two Hundred Ninety Three Taka Only.	

Prepared By <i>M Rahman</i> 05.11.25	Checked By <i>Rahman</i> 05.11.25	Reviewed By <i>Kamrul</i> 05.11.25	Director	Md. Abdur Rahman Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women
Employee Acknowledgement				
BDT 66,293	Received From/	Yaid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Sixty Six Thousand Two Hundred Ninety Three Taka Only.				

checked by
M Rahman

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

18916

02. Account Holder Name:

MS. BRISHTI KHATUN

03. Bank Account No:

1053714040001

04. Bank Name:

BRAC BANK


05. Bank Branch Name:

JASHORE BRANCH.

06. Employee Mobile No:

01320859789.

07. Employee Name & Signature:

MS. Brishti Khatun 

Verified By Supervisor's

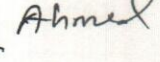
Name (BM): DIP Kumar Shaha

EIN: 04429

Signature: 

Date:

Verified By Supervisor's

Name (AS): Md. Faraz Ahmed 

EIN: 04027

Signature: 

Date: 27.7.25