

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

Reference: Shakti/ Finance /Treasury/EFS/2025/473

Date:13-10-2025

**Employee Information**

Employee Name:	Asiea Khatun	Separation Effective Date:	13/May/25
Employee ID:	12454	Length of Service:	6 years 9 Months 0 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Moylapota Khulna	Separation Type:	Resignation
Branch / Department Code	0050	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	13-Aug-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Apr-2025	Contact Number	01780319905
Last Working Day	12-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,000	42	36,065
<b>A.Total salary Dues</b>			<b>36,065</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,400	7	1	72,800
<b>B.Total Gratuity Dues</b>				<b>72,800</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,774
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,865
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>13,535</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	8,620
Mobile Phone Subsidy	3,109
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>11,729</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>110,671</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	53,652	PF Loan (Principal)	-
Organization Contribution	53,652	PF Loan (Interest)	-
Profit on Employees Contribution	12,363		-
Profit on Organization Contribution	12,363		-
<b>Total</b>	<b>132,030</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>110,671</b>
<b>Total Provident Fund</b>	<b>132,030</b>
<b>Total End of Service Benefit</b>	<b>242,701</b>

Two Lac Forty Two Thousand Seven Hundred One Taka Only.

Prepared By Mahmud 13.10.25

Checked By [Signature] 13.10.25

**Process and Calculation**  
**Is audited based on**  
**supporting documents**  
Reviewed By [Signature]  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Md. [Signature]  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 242,701 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Two Lac Forty Two Thousand Seven Hundred One Taka Only.



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

12454

02. Account Holder Name:

ASIEA KHATUN

03. Bank Account No:

1201030196136

04. Bank Name:

Dutch-Bahga Bank Limited

05. Bank Branch Name:

KHULNA BRANCH

06. Employee Mobile No:

01780-319905


07. Employee Name & Signature:

ASIEA KHATUN  
An

Verified By Supervisor's

Name (BM): Md. Mujibul Azam Iqbal

EIN: 05470

Signature: 


Date: 24.5.25

Md. Mujibul Azam Iqbal  
EIN-05470  
Branch Manager  
Shakti Foundation

Verified By Supervisor's

Name (AS): Annil Chandra Kaul

EIN: 01298

Signature: 

Date: 24.05.25