

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

Reference: Shakti/ Finance /Treasury/EFS/2025/409

Date:14-09-2025

**Employee Information**

Employee Name:	Shaishab Sarker ✓	Separation Effective Date:	10/Jan/25 ✓
Employee ID:	13195 ✓	Length of Service:	5 years 11 Months 10 Days ✓
Post Name:	Microfinance Officer ✓	Salary paid up to:	30-Nov-24 ✓
Branch / Department:	Sreenagar Munshiganj ✓	Separation Type:	Resignation
Branch / Department Code	0164 ✓	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	31-Jan-2019 ✓	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2019 ✓	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Dec-2024 ✓	Contact Number	01748558677 ✓
Last Working Day	9-Jan-2025 ✓	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,850 ✓	40	30,774 ✓
<b>A.Total salary Dues</b>			<b>30,774</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	9,540 ✓	6 ✓	1	57,240 ✓
<b>B.Total Gratuity Dues</b>				<b>57,240</b>

Additional Payment	Amount
Leave Encashment	3,975 ✓
TA & DA / Field trips	4,806 ✓
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	13,500
Security Deposit Interest	1,506
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>24,537</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>112,551</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	44,394	PF Loan (Principal)	-
Organization Contribution	44,394	PF Loan (Interest)	-
Profit on Employees Contribution	7,962		-
Profit on Organization Contribution	7,962		-
<b>Total</b>	<b>104,712</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	112,551 ✓
<b>Total Provident Fund</b>	104,712 ✓
<b>Total End of Service Benefit</b>	<b>217,263</b>
Tow lac sevnteen thousand five tow hundred sixty three	

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

Md. Abdul Halim  
General Manager  
Head Office  
Shakti Foundation  
for Disadvantaged Women

Approved By

Reviewed By  
**Kamrul Hasan**  
Director

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

**Employee Acknowledgement**

BDT 217,263 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

Tow lac sevnteen thousand five tow hundred sixty three

checked by



## Employee Personal Bank Account Information

### Required Information

01. Employee EIN : 13195


02. Account Holder Name: Shaishab Sarker

03. Bank Account No: 1271510286402 1271510286497

04. Bank Name: Dutch Bangla Bank

05. Bank Branch Name: Basimul Branch

06. Employee Mobile No: 01748558672

07. Employee Name & Signature: Shaishab Sarker  


### Verified By Supervisor's

Name (BM): For Tareque Rahman

EIN: 16918

Signature: 

Date:

Tareque Rahman  
Branch Manager  
EIN-16918  
Shakti Foundation

### Verified By Supervisor's

Name (AS): Md. Imran Hossain

EIN: 01459

Signature: 

Date:

03/06/25  
Md. Imran Hossain  
Area Supervisor  
Shakti Foundation