

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/575

Date:11-11-2025

Employee Information

Employee Name:	Arifa Jesmin	Separation Effective Date:	11-Sep-2024
Employee ID:	17195	Length of Service:	2 years 7 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-24
Branch / Department:	Sadar Netrakona	Separation Type:	Dismiss
Branch / Department Code	0183	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 0 Days
Date of joining:	30-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	11-Sep-2024	Contact Number	01721515690
Last Working Day	11-Sep-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	0	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
VTs Tracker	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	7,500
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Others	-
D.Total Deduction	7,500
E.Total Payable / Receivable (A+B+C-D)	(7,500)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	19,285	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,529		-
Profit on Organization Contribution	-		-
Total	20,814	Total PF Payable	-

Total Salary & Others (E)	(7,500)
Total Provident Fund	20,814
Total End of Service Benefit	13,314

In Words: Thirteen Thousand Three Hundred Fourteen Taka Only.

Prepared By: *M. Rahman* 11.11.25
Checked By: *[Signature]* 12.11.25

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

Reviewed By: *[Signature]* 11.11.25

[Signature]
Mr. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 13,314	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation
In Words: Thirteen Thousand Three Hundred Fourteen Taka Only.		
Director: Internal Audit and Legal Department: Receiver's Name: Signature & Date:		

*checked by
[Signature]*

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

17195

02. Account Holder Name:

Arifa Jesmin

03. Bank Account No:

1305105100770001

04. Bank Name:

Brac bank

05. Bank Branch Name:

Chandin Branch

06. Employee Mobile No:

01767-975846

07. Employee Name & Signature:

Arifa Jesmin

AmiB 11.9.24

Verified By Supervisor's

Name (BM): md. shueza Aci

EIN: 11918


Signature: 

Date: 19.10.24

Verified By Supervisor's

Name (AS): Md. Shahidul Islam

EIN: 01247

Signature: 

Date: 19-10-24