

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

Reference: Shakti/ Finance /Treasury/EFS/2025/429

Date:22-09-2025

**Employee Information**

Employee Name:	Masuk Mia	Separation Effective Date:	11/Apr/25
Employee ID:	20487	Length of Service:	1 years 3 Months 16 Days
Post Name:	Accountant	Salary paid up to:	31-Mar-25
Branch / Department:	Baniachong Habiganj	Separation Type:	Resignation
Branch / Department Code	0334	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 4 Days
Date of joining:	26-Dec-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Apr-2025	Contact Number	01720479675
Last Working Day	10-Apr-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	24,000	10	8,000
<b>A.Total salary Dues</b>			<b>8,000</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity				-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,667
Baishakhi Allowance	
Motor Cycle Allowance	
Ancholik Allowance	2,000
Shurakkha Bhata	
Due Distance Allowance	
Security Deposit	15,000
Security Deposit Interest	450
One Month Salary	24,000
<b>C.Total Additional Payment</b>	<b>44,117</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	24,000
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>24,300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>27,817</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,640	PF Loan (Principal)	-
Organization Contribution		PF Loan (Interest)	-
Profit on Employees Contribution	472		-
Profit on Organization Contribution			-
<b>Total</b>	<b>9,112</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>27,817</b>
<b>Total Provident Fund</b>	<b>9,112</b>
<b>Total End of Service Benefit</b>	<b>36,929</b>

Thirty Six Thousand Nine Hundred Twenty Nine Taka Only.

Prepared By  
22-09-25

Checked By  
22-09-25

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

Reviewed By  
Kamrul Hossain  
Director

Approved By  
Md. Abdul Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 36,929	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation
In Words: Thirty Six Thousand Nine Hundred Twenty Nine Taka Only.		Signature & Date:

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

checked by  
Mst



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20487

02. Account Holder Name:

Masuk Miu

03. Bank Account No:

201510150077

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Ambur Khura, Sylhet.

06. Employee Mobile No:

01720470675

07. Employee Name & Signature:

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Verified By Supervisor's

Name (BM): Tufazzal Hossain

EIN: 09448

Signature:

Date: 12.08.25

Tufazzal Hossain  
EIN: 09448  
Branch Manager  
Amikhi Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: