

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/630

Date:05-11-2025

Employee Information

Employee Name:	Mosammat Shahida Begum	Separation Effective Date:	04/Aug/25
Employee ID:	2948	Length of Service:	15 years 11 Months 12 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Delpara-Fatullah Narayanganj	Separation Type:	Resignation
Branch / Department Code	0106	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	23-Aug-2009	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2010	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01815863823
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	29,828	34	32,715
A.Total salary Dues			32,715

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,931	16	3	572,688
B.Total Gratuity Dues				572,688

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,316
Due Distance Allowance	-
Security Deposit	4,000
Security Deposit Interest	716
Over Time (March & April,2025)	-
C.Total Additional Payment	8,226

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	6,345
Mobile Phone Subsidy	2,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	9,044
E.Total Payable / Receivable (A+B+C-D)	604,585

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	97,744	PF Loan (Principal)	55,558.00
Organization Contribution	97,744	PF Loan (Interest)	2,517.00
Profit on Employees Contribution	62,120		-
Profit on Organization Contribution	62,120		-
Total	319,728	Total PF Payable	58,075.00

Total Salary & Others (E)	604,585
Total Provident Fund	261,653
Total End of Service Benefit	866,238
Eight Lac Sixty Six Thousand Two Hundred Thirty Eight Taka Only.	

Process and Calculation
is Audited based on
supporting documents

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

Prepared By

Checked By

Reviewed By
Director

Approved By

Employee Acknowledgement

BDT 866,238 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Eight Lac Sixty Six Thousand Two Hundred Thirty Eight Taka Only.

checked by
not

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

02948

02. Account Holder Name:

Mst Shahida Begum

03. Bank Account No:

1111510224414

04. Bank Name:

Dutch - Bangla Bank

05. Bank Branch Name:

Bangabandhu Road Branch, Narayanganj

06. Employee Mobile No:

01815863823

০৭. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Saddam Khan

EIN: 07615

Signature: Saddam

Date: 04-08-2025

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

01.09.25
Sharif Ahmed
EIN : 20268
Area Supervisor
Shakti Foundation