

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/644

Date:13-11-2025

Employee Information

| | | | |
|-----------------------------|----------------------|---------------------------------|---------------------------|
| Employee Name: | Manirul Islam | Separation Effective Date: | 26-Sep-24 |
| Employee ID: | 15131 | Length of Service: | 3 years 10 Months 18 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 31-Aug-24 |
| Branch / Department: | Paragram, Nawabganj | Separation Type: | Resignation |
| Branch / Department Code | 0557 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Months 15 Days |
| Date of joining: | 8-Nov-2020 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-May-2021 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 11-Sep-2024 | Contact Number | 01736878083 |
| Last Working Day | 25-Sep-2024 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|--------|
| Gross | 23,758 | 25 | 19,798 |
| A.Total salary Dues | | | 19,798 |

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

| Additional Payment | Amount |
|-----------------------------------|--------|
| Leave Encashment | - |
| TA & DA / Field trips | 2,917 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | 12,000 |
| Security Deposit Interest | 1,339 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 16,256 |

| Deductions | Amount (S) |
|---|------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | 15,501 |
| Mobile Phone Subsidy | 3,899 |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | 23,758 |
| Abashon Rent | 300 |
| Income Tax | - |
| D.Total Deduction | 43,458 |
| E.Total Payable / Receivable (A+B+C-D) | (7,404) |

Provident Fund

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|------------|-------------------------|------------|
| Employees Contribution | 31,795 | PF Loan (Principal) | - |
| Organization Contribution | 31,795 | PF Loan (Interest) | - |
| Profit on Employees Contribution | 4,317 | | - |
| Profit on Organization Contribution | 4,316 | | - |
| Total | 72,223 | Total PF Payable | - |

| | |
|--------------------------------------|---------|
| Total Salary & Others (E) | (7,404) |
| Total Provident Fund | 72,223 |
| Total End of Service Benefit | 64,819 |

Sixty Four Thousand Eight Hundred Nineteen Taka Only

Prepared By M. Rahman 13/11/25
Checked By [Signature] 13/11/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By [Signature] 13/11/25
Director

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

Employee Acknowledgement

| | | | |
|---|----------------|---------------------------|-------------------|
| BDT 64,819 | Received From/ | Paid To Shakti Foundation | Signature & Date: |
| In Words: Sixty Four Thousand Eight Hundred Nineteen Taka Only. | | | |

Internal Audit and Legal Department
Receiver's Name:
Shakti Foundation for Disadvantaged Women

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

15131

02. Account Holder Name:

MD. MONIRUL ISLAM

03. Bank Account No:

2711030003870

04. Bank Name:

Dutch - Bangla Bank Limited

05. Bank Branch Name:

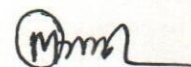
Nawabgonj Branch

06. Employee Mobile No:

01736878083

07. Employee Name & Signature:

MD. MONIRUL ISLAM



Verified By Supervisor's

Name (BM): MD. Anwar Hossain

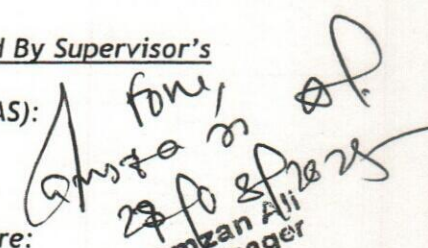
EIN: 12583

Signature: 

Date: 24/12/24

Md. Anwar Hossain
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): 

EIN:

Signature:

Date:

Md. Ramzan Ali
Senior Manager
EIN-06565
Shakti Foundation