

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/484

Date:26-10-2025

Employee Information

Employee Name:	Nazrul Islam	Separation Effective Date:	12-Sep-24
Employee ID:	17093	Length of Service:	2 years 7 Months 20 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-24
Branch / Department:	Sadar Magura	Separation Type:	No longer in Service
Branch / Department Code	0126	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	23-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01760787384
Last Working Day	12-Sep-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,220	15	11,610
A.Total salary Dues			11,610

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	800
DSA	-
Motor Cycle Allowance	600
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	1,400

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,220
Abashon Rent	300
Income Tax	-
D.Total Deduction	23,520
E.Total Payable / Receivable (A+B+C-D)	(10,510)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	23,930	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,520		-
Profit on Organization Contribution	-		-
Total	26,450	Total PF Payable	-

Total Salary & Others (E)	(10,510)
Total Provident Fund	26,450
Total End of Service Benefit	15,940
Fifteen Thousand Nine Hundred Forty Taka Only.	

Prepared By: *[Signature]* 26-10-25
Checked By: *[Signature]* 26-10-25

Process and Calculation
Is Audited based on
Supporting Documents
27/10/25
Reviewed By: *[Signature]*
Director

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

Employee Acknowledgement

BDT 15,940	Received From/	Paid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Fifteen Thousand Nine Hundred Forty Taka Only.				

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

17093

02. Account Holder Name:

NAZRUL ISLAM

03. Bank Account No:

130510590239001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

CHANDINA BRANCH

06. Employee Mobile No:

01760787384

07. Employee Name & Signature:

Nazrul Islam

Nazrul

Verified By Supervisor's For,

Name (BM): Umm-e-Muslimah parvin

EIN: 03093

Signature: Muzel

Date: 27.07.25

Verified By Supervisor's

Name (AS): Md. Asaduzzaman

EIN: 19606

Signature: [Signature]

Date:

28.01.25
Md. Asaduzzaman
Area Supervisor
Shakti Foundation
EIN No-19606