

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/433

Date:23-09-2025

Employee Information

Employee Name:	Sherin Akter	Separation Effective Date:	18/May/25
Employee ID:	18603	Length of Service:	2 years 8 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Boardbazar Gazipur	Separation Type:	Resignation
Branch / Department Code	0371	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	11-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Apr-2025	Contact Number	01989189217
Last Working Day	17-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	47	38,462
A.Total salary Dues			38,462

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,097
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,858
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	4,955

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	43,417

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	25,250	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,845		-
Profit on Organization Contribution	-		-
Total	(28,095)	Total PF Payable	-

Total Salary & Others (E)	43,417
Total Provident Fund	28,095
Total End of Service Benefit	(71,512)
Seventy One Thousand Five Hundred Twelve Taka Only.	

Process and Calculation is Audited based on supporting documents

Prepared By: *[Signature]* 23.09.25
Checked By: *[Signature]* 23.09.25

Reviewed By: *[Signature]* 24/09/25
Director

Approved By: *[Signature]* 24/09/25
Senior Director & Finance
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 71,512 Received From/ Paid To Shakti Foundation

In Words: Seventy One Thousand Five Hundred Twelve Taka Only.

Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

18603

02. Account Holder Name:

SHERIN AKTER

03. Bank Account No:

1053301250001

04. Bank Name:


BRAC Bank

05. Bank Branch Name:

Chandina, Cumilla

06. Employee Mobile No:


01989189217

07. Employee Name & Signature: Sherin Akter / 

Verified By Supervisor's

Name (BM): ~~Mr.~~ Md. Rakibul Hasan

EIN: 17061

Signature:  Md. Rakibul Hasan
EIN-17061
Branch Manager
Shakti Foundation

Date: 18.05.25

Verified By Supervisor's

Name (AS):

EIN:

Signature: 

Date: 18.5.25

Tapan Kumar Dey
EIN-01207
Area Supervisor
Shakti Foundation.