

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/641

Date:13-11-2025

Employee Information

Employee Name:	Md. Nadim Talukder	Separation Effective Date:	4-Aug-2025
Employee ID:	21443	Length of Service:	0 years 10 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Ruhitpur Dhaka	Separation Type:	Resignation
Branch / Department Code	0462	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Sep-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01767737761
Last Working Day	3-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,226
A.Total salary Dues			25,226

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	681
Over Time (March & April,2025)	-
C.Total Additional Payment	21,366

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	681
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	16,281
E.Total Payable / Receivable (A+B+C-D)	30,311

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	84		-
Profit on Organization Contribution	-		-
Total	3,764	Total PF Payable	-

Total Salary & Others (E)	30,311
Total Provident Fund	3,764
Total End of Service Benefit	34,075
Thirty Four Thousand Seventy Five 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

Approved By [Signature]
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 34,075 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Thirty Four Thousand Seventy Five Taka Only.

Internal Audit and Legal Department
Receiver's Name: _____
Signature & Date: _____

checked by
4404

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21443

02. Account Holder Name:

Md. Nadim Talukder

03. Bank Account No:

1071260029801

04. Bank Name:

Eastern Bank Limited

05. Bank Branch Name:

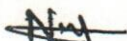
Mitpur Branch

06. Employee Mobile No:

01767737761

07. Employee Name & Signature:

Md. Nadim Talukder



Verified By Supervisor's

Name (BM): Md. Rezaul Islam

EIN: 15169

Signature:



Date:

Verified By Supervisor's

Name (AS): Md. Shahidul Islam

EIN: 18052

Signature:



Date: 2018125