

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:30-09-2025

Reference: Shakti/ Finance /Treasury/EFS/2025/454

Employee Information

Employee Name:	Sawpna Rani Karmakar	Separation Effective Date:	25/Jun/24
Employee ID:	20366	Length of Service:	0 years 7 Months 6 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	30-Jun-24
Branch / Department:	Ullahapara, Sirajgang	Separation Type:	No longer in Service
Branch / Department Code	0549	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01738342628
Last Working Day	24-Jun-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	-6	-
A.Total salary Dues			

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	15,450

Deductions	Amount (S)
Overpaid Salary in June 2024	4,000
Overpaid Field trips in June 2024	400
Overpaid Shukrokhha Allowance in June 2024	240
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	450
One Month Salary	20,000
Abashon Rent	-
Income Tax	-
D.Total Deduction	40,090
E.Total Payable / Receivable (A+B+C-D)	(24,640)

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	(24,640)
Total Provident Fund	-
Total End of Service Benefit	(24,640)
Twenty Four Thousand Six Hundred Forty Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By

Checked By

Reviewed By

Director

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

Employee Acknowledgement

BDT (24,640) ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Twenty Four Thousand Six Hundred Forty Taka Only.

Checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20366

02. Account Holder Name:

Sawpna Rani Karmakaran

03. Bank Account No:

05634002315

04. Bank Name:

Standard Bank Limited

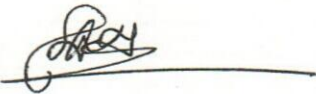
05. Bank Branch Name:

Dinajpur

06. Employee Mobile No:

01738342628

07. Employee Name & Signature: Sawpna Rani Karmakaran

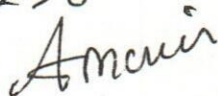


Verified By Supervisor's

Name (BM): For. ABDUL MOZID

EIN: 12250

Signature:



Date:

Abdul Mozid
Branch Manager
EIN: 12250
Mukti Foundation

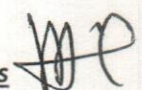
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:



Mukti Foundation Ltd
EIN: 12250
Branch Manager
Mukti Foundation Ltd