

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/422

Date:22-09-2025

Employee Information

Employee Name:	Md. Nure Alam Siddique	Separation Effective Date:	03/Jul/25
Employee ID:	16482	Length of Service:	3 years 9 Months 0 Days
Post Name:	Branch Manager	Salary paid up to:	31-May-25
Branch / Department:	Paglapir Rangpur	Separation Type:	Resignation
Branch / Department Code	0419	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	3-Oct-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01911334062
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	41,526	32	44,205
A.Total salary Dues			44,205

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	14,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	14,452

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	429
D.Total Deduction	429
E.Total Payable / Receivable (A+B+C-D)	58,228

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	52,387	PF Loan (Principal)	-
Organization Contribution	52,387	PF Loan (Interest)	-
Profit on Employees Contribution	6,270		-
Profit on Organization Contribution	6,270		-
Total	117,314	Total PF Payable	-

Total Salary & Others (E)	58,228
Total Provident Fund	117,314
Total End of Service Benefit	175,542

One Lac Seventy Five Thousand Five Hundred Forty Two Taka Only.

Process and Calculation
is Audited based on
supporting documents

Prepared By
22-09-25

Checked By
22-09-25

Reviewed By
24/9/25
Kamrul Hasan
Director

Approved By
Md. Abdul Halim
Senior Director &
Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Signature & Date:	
BDT 175,542	Received From/		
	Paid To Shakti Foundation		
In Words: One Lac Seventy Five Thousand Five Hundred Forty Two Taka Only.			

checked by
22-09-25

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

16482

02. Account Holder Name:

Md. Nurce Alam Siddique

03. Bank Account No:

2166217 00 8833

04. Bank Name:

Prime Bank Ltd

05. Bank Branch Name:

Joyparca Dohare Dhaka

06. Employee Mobile No:

01911334062, 01642 367898

07. Employee Name & Signature:

Md. Nurce Alam Siddique

Md. Nurce Alam Siddique
Branch Manager
EIN-16482
Shakti Foundation

Verified By Supervisor's

Name (BM):

EIN:


Signature:

Date:

Verified By Supervisor's

Name (AS): Md. Mamunur Rashid

EIN: 01628

Signature: 

Date: 01-7-25

Md. Mamunur Rashid
Area Supervisor
Shakti Foundation