

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/439

Date:28-09-2025

Employee Information

Employee Name:	Shahab Uddin	Separation Effective Date:	8-Jan-2025
Employee ID:	20227	Length of Service:	1 years 2 Months 11 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-24
Branch / Department:	Halishahar Chattogram	Separation Type:	Resignation
Branch / Department Code	0049	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	28-Oct-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Dec-2024	Contact Number	01854021023
Last Working Day	7-Jan-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	38	28,194
A.Total salary Dues			28,194

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

Additional Payment	Amount
Leave Encashment	3,833
TA & DA / Field trips	2,452
DSA	-
Motor Cycle Allowance	2,065
Ancholik Allowance	1,839
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	527
C.Total Additional Payment	25,716

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	53,310

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,360	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	257		-
Profit on Organization Contribution	-		-
Total	7,617	Total PF Payable	-

Total Salary & Others (E)	53,310
Total Provident Fund	7,617
Total End of Service Benefit	60,927
Sixty Thousand Nine Hundred And Twenty Seven Only	

Process and Calculation
is Audited based on
supporting documents

Prepared By [Signature] 28.09.25
Checked By [Signature] 28.09.25

Reviewed By [Signature] 28/9/2025
Director

Approved By [Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation

Employee Acknowledgement

BDT 60,927 ☐ Received From/ ☐ Paid To Shakti Foundation
Sixty Thousand Nine Hundred And Twenty Seven Only

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

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20229

02. Account Holder Name:

SHAHAB UDDIN

03. Bank Account No:

4707439543308

04. Bank Name:

AB Bank

05. Bank Branch Name:

Maitree - 4136

06. Employee Mobile No:

01854021023

07. Employee Name & Signature:

Shahab uddin (Signature)
09-01-25

Verified By Supervisor's

Name (BM): Md. Mizanur Rahman

EIN: 19710

Signature:

(Signature)

Date:

Verified By Supervisor's

Name (AS): Md. Golam Sadek

EIN: 00544

Signature:

(Signature)
27.02.25

Date:

Md. Golam Sadek
Area Supervisor
Shakti Foundation
for Disadvantaged Woman