

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/45

Date:27-02-2025

Employee Information

Employee Name:	Md. Shahabul Islam	Separation Effective Date:	08-Sep-23
Employee ID:	19227	Length of Service:	0 years 9 Months 12 Days
Post Name:	Micro Finance Officer	Salary paid up to:	31-08-23
Branch / Department:	Chittagong-Road Narayanganj	Separation Type:	Resignation
Branch / Department Code	0027	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 4 Days
Date of joining:	27-Nov-22	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-Mar-23	Leave without Pay (Days)	0 Days
Resignation Submission Date	04-Sep-23	Contact Number	01912299097
Last Working Day	07-Sep-23	Email ID :	0

Salary Information	Amount	Day's	Amount
Gross	21,000	7	4,900
A.Total salary Dues			4,900

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	0	0	0	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Security Allowance & Field Trips	-
Base Allowance / Field trips	350
Snacks Allowance	47
Motor Cycle Allowance	-
Ancholik Allowance	-
Protection Allowance	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	539
Others Allowance	-
C.Total Additional Payment	15,936

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	16,099
Mobile Phone Subsidy	3,953
Security Deposit	15,000
Security Deposit Interest	539
One Month Salary	21,000
Allowance	-
Others	-
D.Total Deduction	56,591
E.Total Payable / Receivable (A+B+C-D)	(35,755)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	5,040	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	185		-
Profit on Organization Contribution	-		-
Total	5,225	Total PF Payable	-

Total Salary & Others (E)	(35,755)
Total Provident Fund	5,225
Total End of Service Benefit	(30,530)

In Words: Thirty Thousand Five Hundred Thirty Taka Only.

Prepared By M Rahman
02.03.2025

Checked By

Process and Calculation
is Audited based on
supporting documents

Approved By Abdulla Bin Reza
3.3.25
Senior General Manager
Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By

Employee Acknowledgement

BDT (30,530)

☐ Received From/

☐ To Shakti Foundation

Receiver's Name:

Signature & Date:

Amount In Words: Thirty Thousand Five Hundred Thirty Taka Only.

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

19227

02. Account Holder Name:

MD. SHAHABUL ISLAM

03. Bank Account No:

1054256100001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

06. Employee Mobile No:

01912-299097

07. Employee Name & Signature:

MD SHAHABUL ISLAM

Signature

Verified By Supervisor's

Name (BM): KAMRUZZAMAN

EIN: 09428

Signature: *[Signature]*

Date: 30.10.24

Verified By Supervisor's

Name (AS):

EIN: 00834

Signature: *[Signature]*

Date: 31.10.2024