

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/504

Date:23-09-2025

Employee Information

Employee Name:	Jashim Uddin Khalifa	Separation Effective Date:	13-Mar-25
Employee ID:	11672	Length of Service:	7 years 2 Months 6 Days
Post Name:	Branch Manager	Salary paid up to:	28-Feb-25
Branch / Department:	Kotalipara Gopalganj	Separation Type:	No Longer in Service
Branch / Department Code	0233	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	2 Months 13 Days
Date of joining:	7-Jan-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01778427771
Last Working Day	12-Mar-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	38,500	12	14,903
A.Total salary Dues			14,903

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	15,400	7	1	107,800
B.Total Gratuity Dues				107,800

Additional Payment	Amount
Leave Encashment	6,417
TA & DA / Field trips	2,710
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	15,023

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	38,500
Abashon Rent	-
Income Tax	-
D.Total Deduction	38,500
E.Total Payable / Receivable (A+B+C-D)	99,226

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	62,386	PF Loan (Principal)	-
Organization Contribution	62,386	PF Loan (Interest)	-
Profit on Employees Contribution	15,054		-
Profit on Organization Contribution	15,053		-
Total	154,879	Total PF Payable	-

Total Salary & Others (E)	99,226
Total Provident Fund	154,879
Total End of Service Benefit	254,105
Two Lac Fifty Four Thousand One Hundred Five Taka Only.	

Prepared By M. Rahman 23-09-25
Checked By [Signature] 24-09-25

Process and Calculation
is Audited based on
supporting documents
[Signature]
Kamrul Hasan
Director

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

Employee Acknowledgement	Internal Audit and Legal Department
BDT <u>254,105</u> <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Two Lac Fifty Four Thousand One Hundred Five Taka Only.	

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

11672

02. Account Holder Name:

Jashim uddin Khalifa

03. Bank Account No:

1981030018632

04. Bank Name:

DUTCH BANGLA BANK


05. Bank Branch Name:

Keranighon Branch

06. Employee Mobile No:

01778437771 , 01627618711

07. Employee Name & Signature:

Jashim uddin Khalifa 

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS): Md. Manirujjaman

EIN: 01164

Signature: 

Date:

06/02/24

Md. Manirujjaman
EIN: 01164
Area Supervisor
Shakti Foundation.