

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/446

Date:29-09-2025

Employee Information

Employee Name:	Md. Habib Ullah	Separation Effective Date:	21/Mar/25
Employee ID:	20486	Length of Service:	1 years 2 Months 23 Days
Post Name:	Accountant	Salary paid up to:	28-Feb-25
Branch / Department:	Lalkuthi, Mirpur Dhaka	Separation Type:	Resignation
Branch / Department Code	0085	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 2 Days
Date of joining:	26-Dec-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	19-Mar-2025	Contact Number	01826408770
Last Working Day	20-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	20	15,484
A.Total salary Dues			15,484

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

Additional Payment	Amount
Leave Encashment	4,000
TA & DA / Field trips	1,290
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	20,740

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	300
E.Total Payable / Receivable (A+B+C-D)	35,924

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	447		-
Profit on Organization Contribution	-		-
Total	8,127	Total PF Payable	-

Total Salary & Others (E)	35,924
Total Provident Fund	8,127
Total End of Service Benefit	44,051
Forty Four Thousand Fifty One Taka Only.	

Employee Acknowledgement

BDT 44,051 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Forty Four Thousand Fifty One Taka Only.

Process and Calculation
Is Audited based on
supporting documents

30/9/25

Director

Receiver's Name: _____

Signature & Date: _____

Prepared By

Checked By

Reviewed By

Approved By

for Disadvantaged Women

checked by
MOT

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20486

02. Account Holder Name:

MD. HABIB ULLAH

03. Bank Account No:

1061264490001

04. Bank Name:

BRAE Bank

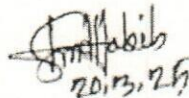
05. Bank Branch Name:

Minpur-II pollobi branch

06. Employee Mobile No:

01826408770

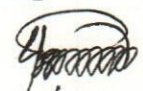
07. Employee Name & Signature:


20.13.25

Verified By Supervisor's

Name (BM): 

EIN: 20486


Signature: 

Date: 22/09/25

Verified By Supervisor's

Name (AS): MD. NORU AMIN

EIN: 01762

Signature: 

Date: 10.08.2025