

**Shakti Foundation For Disadvantaged Women**  
**Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/708

Date:24-11-2025

**Employee Information**

Employee Name:	Md. Helal Miah	Separation Effective Date:	28-Mar-25
Employee ID:	17887	Length of Service:	2 years 9 Months 16 Days
Post Name:	Microfinance Officer	Salary paid up to:	28-Feb-25
Branch / Department:	Daganbhuiyan Feni	Separation Type:	Resignation
Branch / Department Code	0189	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 23 Days
Date of joining:	12-Jun-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Mar-2025	Contact Number	01734003413
Last Working Day	27-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	27	21,234
<b>A.Total salary Dues</b>			<b>21,234</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	4,063
Base Allowance / Field trips	3,919
DSA	-
Motor Cycle Allowance	-
Big branch Allowance	-
Shurakkha Bhata	-
Distance Allowance	2,500
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>10,482</b>

Deductions	Amount (S)
Financial Misappropriation	9,000
Motorcycle Loan	7,543
Mobile Phone Handset Loan	3,109
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	24,380
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>44,332</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>(12,616)</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	25,020	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,992		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>28,012</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	(12,616)
<b>Total Provident Fund</b>	28,012
<b>Total End of Service Benefit</b>	15,396

In Words: Fifteen Thousand Three Hundred Ninety Six Taka Only.

**Process and Calculation is Audited based on supporting documents**

Prepared By M Rakon 25-11-25

Checked By

Reviewed By

Kamrul Hasan

Md. Ismail Hossain  
Joint Director  
Head of Treasury  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 15,396 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Fifteen Thousand Three Hundred Ninety Six Taka Only.

checked by Md. H.



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

17887

02. Account Holder Name:

Md Helal Miah

03. Bank Account No:

1741580061600

04. Bank Name:

Dutch Bangla Bank PLC

05. Bank Branch Name:

Dagonvuiya Brance

06. Employee Mobile No:

01734003413

Helal 

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md I Khorshedul Alam

EIN: 13996

Signature: 

Date:

Verified By Supervisor's

Name (AS): MD: Masud Hasan

EIN: 03137

Signature: 

Date: