

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/410

Date:11-09-2025

Employee Information

Employee Name:	Md. Rayhan Ali ✓	Separation Effective Date:	07/May/25 ✓
Employee ID:	2227 ✓	Length of Service:	16 years 9 Months 17 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Mar-25 ✓
Branch / Department:	Sadar Sirajganj ✓	Separation Type:	Resignation
Branch / Department Code	0123 ✓	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	20-Jul-2008 ✓	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2009 ✓	Leave without Pay (Days)	47 Days
Resignation Submission Date	6-Apr-2025 ✓	Contact Number	01310969987
Last Working Day	6-May-2025 ✓	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	28,080	36	33,515 ✓
A.Total salary Dues			33,515

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	17	3	572,832 ✓
B.Total Gratuity Dues				572,832

Additional Payment	Amount
Leave Encashment	
TA & DA / Field trips	
DSA	9,871 ✓
Baishakhi Allowance	
Ancholik Allowance	2,246 ✓
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	5,000 ✓
Over Time (March & April,2025)	896 ✓
C.Total Additional Payment	18,013

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	600 ✓
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	600
	623,760

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	94,195	PF Loan (Principal)	55,552.00 ✓
Organization Contribution	94,195	PF Loan (Interest)	4,612.00 ✓
Profit on Employees Contribution	71,694		-
Profit on Organization Contribution	71,694		-
Total	331,778	Total PF Payable	60,164.00

Total Salary & Others (E)	623,760
Total Provident Fund	271,614 ✓
Total End of Service Benefit	895,374 ✓
Eight Lac Ninety Five Thousand Three Hundred Seventy Four Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Md. Abdul Halim
Senior Director
Head Office
Shakti Foundation
for Disadvantaged Women

Approved By

Prepared By
14.09.25
Checked By

Reviewed By
Kamrul Hasan
Director

Employee Acknowledgement	Internal Audit and Legal Department
BDT 895,374	Received From/ Paid To Shakti Foundation
In Words: Eight Lac Ninety Five Thousand Three Hundred Seventy Four Taka Only.	Signature & Date:

checked by
Mof

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

02227

02. Account Holder Name:

md. Rayhan Ali

03. Bank Account No:

20501840202004815

04. Bank Name:

ISLAMI BANK P.L.C

05. Bank Branch Name:

Natore Branch

06. Employee Mobile No:

01310969987

md. Rayhan Ali

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MD. Farhadul Islam

EIN: 15442

Signature:

MD. Farhadul Islam
Branch Manager
EIN: 15442
Shakti Foundation

Date:

06.04.25

Verified By Supervisor's

Name (AS): Mukul Kumar Shil

EIN: 12532

Signature:

Date:

10.04.25

Mukul Kumar Shil
EIN No- 12532
Area Supervisor
Shakti Foundation.