

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/639

Date:10-11-2025

Employee Information

Employee Name:	Md. Afjarul Islam	Separation Effective Date:	04/Aug/25
Employee ID:	12626	Length of Service:	6 years 10 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Mithapukur Rangpur	Separation Type:	Resignation
Branch / Department Code	0193	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	3-Oct-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01921616019
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,326	34	27,777
A.Total salary Dues			27,777

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,130	7	1	70,910
B.Total Gratuity Dues				70,910

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	13,500
Security Deposit Interest	2,419
Over Time (March & April,2025)	-
C.Total Additional Payment	20,854

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	119,541

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	52,871	PF Loan (Principal)	11,250.00
Organization Contribution	52,871	PF Loan (Interest)	770.00
Profit on Employees Contribution	11,463		-
Profit on Organization Contribution	11,463		-
Total	128,668	Total PF Payable	12,020.00

Total Salary & Others (E)	119,541
Total Provident Fund	116,648
Total End of Service Benefit	236,189

Two Lac Thirty Six Thousand One Hundred Eighty Nine Taka Only.

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

Prepared By [Signature] 10.11.25
Checked By [Signature] 10.11.25

Reviewed By [Signature] 10/11/25
Approved By [Signature]
Director
Receiver's Name:
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 236,189 ☐ Received From/ ☐ Paid To Shakti Foundation

Director
Receiver's Name:
Signature & Date:

In Words: Two Lac Thirty Six Thousand One Hundred Eighty Nine Taka Only.

checked by
4407

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12626

02. Account Holder Name:

MD. AFJARUL ISLAM

03. Bank Account No:

182 151 0127566

04. Bank Name:

Dutch-Bangla Bank Limited

05. Bank Branch Name:

Shafipur SME/Agriculture Branch

06. Employee Mobile No:

01921616019

07. Employee Name & Signature:


MD. AFJARUL ISLAM
Microfinance Officer
Ein: 12626
Shakti Foundation

Verified By Supervisor's

Name (BM): Md. Sazedul Islam

EIN: 12965

Signature: 

Date: 28/07/23

Md. Sazedul Islam
Branch Manager
EIN : 12965
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Ramen Rana

EIN: 01628

Signature: 

Date: 28/07/23

