

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/493

Date:18-06-2026

Employee Information

Employee Name:	Md. Sohanur Rahman	Separation Effective Date:	09-Mar-26
Employee ID:	21966	Length of Service:	1 years 2 Months 8 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-26
Branch / Department:	Nagarpur Tangai	Separation Type:	Resignation
Branch / Department Code	0527	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 4 Days
Date of joining:	29-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Feb-2026	Contact Number	01595631909
Last Working Day(As per Attendance)	8-Mar-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	25,000	36	31,452
A.Total salary Dues			31,452

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,661
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	21,861

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	52,713

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	161		-
Profit on Organization Contribution	-		-
Total	7,761	Total PF Payable	-

Total Salary & Others (E)	52,713
Total Provident Fund	7,761
Total End of Service Benefit	60,474

Sixty Thousand Four Hundred Seventy Four only

18-06-26

Prepared By

Checked By

Employee Acknowledgement

BDT 60,474

Received From/

Paid To Shakti Foundation

Sixty Thousand Four Hundred Seventy Four only

Process and Calculation
is Audited based on
supporting documents

26.6.26
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Signature & Date:

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

checked by
Prof.

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21966

02. Account Holder Name:

MD. SOHANUR RAHMAN

03. Bank Account No:

1071260037728

04. Bank Name:

Eastern Bank PLC

05. Bank Branch Name:

Minpur Branch

06. Employee Mobile No:

01595631909

07. Employee Name & Signature:

MD. SOHANUR RAHMAN

Sohan

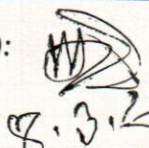
Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


Masud Rana
Ein: 15692
Branch Manager
Shakti Foundation

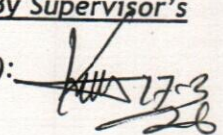
Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Md. Kamrul Hasan
Area Supervisor
EIN - 19707
Shakti Foundation