

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/501
Employee Information

Date:23-09-2025

Employee Name:	Md. Abdur Rahim	Separation Effective Date:	07-Mar-25
Employee ID:	16312	Length of Service:	3 years 6 Months 13 Days
Post Name:	Senior SME Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Shahrasti Chandpur	Separation Type:	No Longer in Service
Branch / Department Code	0247	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	2 Months 7 Days
Date of joining:	22-Aug-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01733144084
Last Working Day	6-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	34,560	34	41,249
A.Total salary Dues			41,249

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

Additional Payment	Amount
Leave Encashment	5,760
TA & DA / Field trips	5,371
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	13,131

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	34,560
Abashon Rent	-
Income Tax	-
D.Total Deduction	34,560
E.Total Payable / Receivable (A+B+C-D)	19,820

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	38,877	PF Loan (Principal)	-
Organization Contribution	38,877	PF Loan (Interest)	-
Profit on Employees Contribution	5,453		-
Profit on Organization Contribution	5,453		-
Total	88,660	Total PF Payable	-

Total Salary & Others (E)	19,820
Total Provident Fund	88,660
Total End of Service Benefit	108,480
One Lac Eight Thousand Four Hundred Eighty Taka Only.	

Prepared By 23.09.25 Checked By 24.05.25

Employee Acknowledgement

BDT 108,480 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: One Lac Eight Thousand Four Hundred Eighty Taka Only.

Process and Calculation
is Audited based on
supporting documents

Reviewed By Director

Internal Audit and Legal Department
Shakti Foundation For Disadvantaged Women

Signature & Date:

Approved By Md. Abdur Rahim
Senior Director &
Head of Finance
Shakti Foundation
For Disadvantaged Women

checked by MAH

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

16312

02. Account Holder Name:

Md. Abdur Rahim

03. Bank Account No:

0190215686811

04. Bank Name:

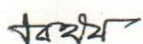
IFIC BANK

05. Bank Branch Name:

Kaehua, Chandpur

06. Employee Mobile No:

01733144084

07. Employee Name & Signature: Md. Abdur Rahim 

Verified By Supervisor's

Name (BM): Md. Shariful Islam.

EIN: 21298


Signature: 

Date: 23-04-25

Verified By Supervisor's

Name (AS): Muradul Zaman

EIN: 10387

Signature: 

Date: 23/04/25