

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

Reference: Shakti/ Finance /Treasury/EFS/2025/351

Date:11-04-2026

Employee Information

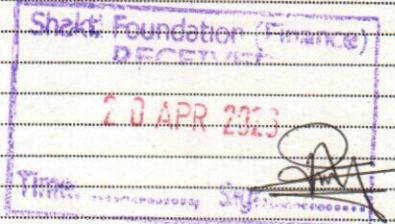
Employee Name:	Md. Al Amin	Separation Effective Date:	20-Nov-25
Employee ID:	19255	Length of Service:	2 years 11 Months 24 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-25
Branch / Department:	Chhatak Sunamganj	Separation Type:	Resignation
Branch / Department Code	0204	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 3 Days
Date of joining:	27-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Nov-2025	Contact Number	01738734807
Last Working Day(As per Attendance)	19-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	27,830	19	17,626
A.Total salary Dues			17,626

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	950
One Month Salary	27,830
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,488
Over Time (March & April,2025)	-
C.Total Additional Payment	47,535

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	27,830
Abashon Rent	300
Income Tax	-
D.Total Deduction	28,130
E.Total Payable / Receivable (A+B+C-D)	37,031


 RECEIVED
 20 APR 2026
 Md. Anwarul Hoque
 Deputy General Manager

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30,100	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	3,319		-
Profit on Organization Contribution	-		-
Total	33,419	Total PF Payable	-

Total Salary & Others (E)	37,031
Total Provident Fund	33,419
Total End of Service Benefit	70,450

Process and Calculation
 is Audited based on
 supporting documents

Prepared By M. Rahman 11.04.2026
 Checked By [Signature] 11.04.2026

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

Employee Acknowledgement	Receiver's Name:	Signature & Date:
BDT 70,450 received From/ <input type="checkbox"/> paid To Shakti Foundation		
Seventy Thousand Four Hundred Fifty only		

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

19255

02. Account Holder Name:

MD. Al-Amin

03. Bank Account No:

159403004488

04. Bank Name:

Dutch Bangla Bank Ltd.

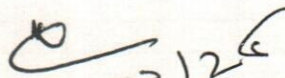
05. Bank Branch Name:

Chhatak, Sunamganj.

06. Employee Mobile No:

01738734802


07. Employee Name & Signature:


29122126
Md. Al-Amin
EIN: 19255
Accountant
Shakti Foundation

Verified By Supervisor's

Name (BM): Md. Emzurnul Haque

EIN: 12512


Signature: 

Date: 17.11.25

Verified By Supervisor's

Name (AS): Shah Alam

EIN: 88610

Signature: 

Date: 01.12.2025

Shah Alam
Area Supervisor
Shakti Foundation
Sunamganj Area (3095)