

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/606

Date:23-06-2026

Employee Information

Employee Name:	Md. Khanjahan Ali	Separation Effective Date:	01-May-26
Employee ID:	14796	Length of Service:	6 years 1 Months 23 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Apr-26
Branch / Department:	Khilgaon Dhaka	Separation Type:	Resignation
Branch / Department Code	0009	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 0 Days
Date of joining:	8-Mar-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	29-Apr-2026	Contact Number	01303307160
Last Working Day (As Per Attendance)	30-Apr-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	31,320	0	-
A.Total salary Dues			-

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,528	6	1	75,168
B.Total Gratuity Dues				75,168

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Death Benefit & Emp-Welfare	125
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
One Month Salary	31,320
C.Total Additional Payment	49,134

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
04 Days Salary	-
TA & DA / Field trips	-
Distance allowance	-
Abashaon Rent	-
One Month Salary	31,320
D.Total Deduction	31,320
E.Total Payable / Receivable (A+B+C-D)	92,982

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	61,275	PF Loan (Principal)	27,779.00
Organization Contribution	61,275	PF Loan (Interest)	1,156.00
Profit on Employees Contribution	10,189		-
Profit on Organization Contribution	10,188		-
Total	142,927	Total PF Payable	28,935.00

Total Salary & Others (E)	92,982
Total Provident Fund	113,992
Total End of Service Benefit	206,974
In Words: Two Lac Six Thousand Nine Hundred Seventy Four Taka Only.	

Prepared By M Rahman 23.06.26
Checked By Md. Shahid Ali 25.06.26

Employee Acknowledgement	
BDT 206,974	received From/
paid To Shakti Foundation	
In Words: Two Lac Six Thousand Nine Hundred Seventy Four Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Reviewed By
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Control Department
Shakti Foundation for Disadvantaged Women

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

Signature & Date:

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

14796

02. Account Holder Name:

Md. Khanjahan Ali

03. Bank Account No:

1071513400001

04. Bank Name:

Brac Bank

05. Bank Branch Name:

Charpata Sub Branch

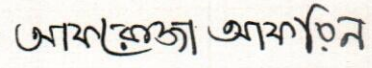
06. Employee Mobile No:

01303-307160

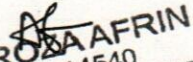
07. Employee Name & Signature:


29.04.26
Md. Khanjahan Ali
Senior Accountant (14796)
Shakti Foundation

Verified By Supervisor's

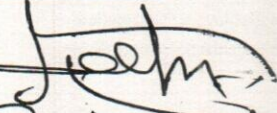
Name (BM): 

EIN: 28280

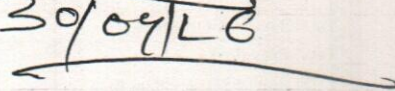
Signature: 

Date: 27/04/26
AFROZ AFRIN
EIN-14540
BRANCH MANAGER
SHAKTI FOUNDATION

Verified By Supervisor's

Name (AS): 

EIN: 30/04/26

Signature: 

Date: MD. HAFIJUR RAHMAN
AREA Supervisor
EIN: 14428
Shakti Foundation