

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/421

Date:22-09-2025

Employee Information

Employee Name:	Atiqur Rahman	Separation Effective Date:	16/Jun/25
Employee ID:	18768	Length of Service:	2 years 8 Months 29 Days
Post Name:	Accountant	Salary paid up to:	30-Apr-25
Branch / Department:	Bhaberchar Munshiganj	Separation Type:	Resignation
Branch / Department Code	0280	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	18-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	15-May-2025	Contact Number	01966933179
Last Working Day	15-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,830	46	41,745
A.Total salary Dues			41,745

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	20,689

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary *	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	61,834

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	25,262	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,468		-
Profit on Organization Contribution	-		-
Total	27,730	Total PF Payable	-

Total Salary & Others (E)	61,834
Total Provident Fund	27,730
Total End of Service Benefit	89,564
Eighty Nine Thousand Five Hundred Sixty Four Taka Only	

Process and Calculation
is Audited based on
supporting documents

Prepared By: *[Signature]* 22-09-25
Checked By: *[Signature]* 22-09-25

[Signature]
Director

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

Employee Acknowledgement		Receiver's Name:	Signature & Date:
BDT 89,564	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation	
In Words: Eighty Nine Thousand Five Hundred Sixty Four Taka Only.			

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

checked by
[Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

18768

02. Account Holder Name:

ATIQR RAHMAN

03. Bank Account No:

1053325290001

04. Bank Name:

Brae Bank


05. Bank Branch Name:

Uttara Branch

06. Employee Mobile No:

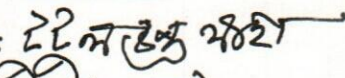
01966933179

07. Employee Name & Signature:

Atiqur Rahman 

Verified By Supervisor's

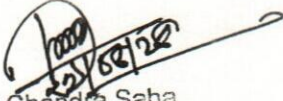
Name (BM):



EIN:

04135

Signature:

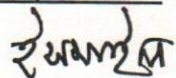


Date:

Tutul Chandra Saha
EIN: 04135
Branch Manager
Shakti Foundation

Verified By Supervisor's

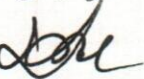
Name (AS):



EIN:

13567

Signature:



Date:

26/05/2025

MD. ISMAIL HOSSAIN
EIN-13567
Area Supervisor
Shakti Foundation