

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

Reference: Shakti/ Finance /Treasury/EFS/2025/483

Date:20-10-2025

**Employee Information**

Employee Name:	Md. Ragib Yeasar	Separation Effective Date:	04-Jun-25
Employee ID:	22085	Length of Service:	0 years 4 Months 2 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Junction Bazar, Laksam	Separation Type:	Resignation
Branch / Department Code	0583	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 0 Days
Date of joining:	2-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	4-May-2025	Contact Number	01867371333
Last Working Day	3-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	34	22,000
<b>A.Total salary Dues</b>			<b>22,000</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,200
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>17,500</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>15,300</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>24,200</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>	-	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	24,200
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	<b>24,200</b>
Twenty Four Thousand Two Hundred Taka Only.	

**Process and Calculation  
is Audited based on  
supporting documents**

Prepared By M Rahman 20.10.25  
Checked By [Signature] 20.10.25

Reviewed By [Signature] 20/10/25  
Director

Approved By [Signature]  
Senior Director &  
Shakti Foundation

**Employee Acknowledgement**

BDT 24,200 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Four Thousand Two Hundred Taka Only.

checked by  
[Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN : 22085
02. Account Holder Name: MD. RAGIB YEASAR
03. Bank Account No: 2164217027017
04. Bank Name: Prime Bank
05. Bank Branch Name: Pallabi Branch
06. Employee Mobile No: 01867371333
07. Employee Name & Signature: Md. Ragib Yeasar  
Ragib

## Verified By Supervisor's

Name (BM):

EIN:

Signature:

Arif Hosen  
Branch Manager  
Shakti Foundation  
EIN-19337

Date:

## Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Arif Hosen  
Branch Manager  
Shakti Foundation  
EIN-19337  
7/6/16