

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/418

Date:22-09-2025

Employee Information

Employee Name:	Md. Shahabul Islam	Separation Effective Date:	04/May/25
Employee ID:	19849	Length of Service:	1 years 9 Months 3 Days
Post Name:	Branch Manager	Salary paid up to:	31-Mar-25
Branch / Department:	Palbari Jashore	Separation Type:	Dismiss
Branch / Department Code	0063	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	1-Aug-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01740540872
Last Working Day	3-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,280	33	18,952
A.Total salary Dues			18,952

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	1,500

Deductions	Amount (S)
Overpaid TA/ DA Allowance of March 2025(16 days)	3,613
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	250
D.Total Deduction	3,863
E.Total Payable / Receivable (A+B+C-D)	16,589

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	22,656	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,637		-
Profit on Organization Contribution	-		-
Total	24,293	Total PF Payable	-

Total Salary & Others (E)	16,589
Total Provident Fund	24,293
Total End of Service Benefit	40,882
Forty Thousand Eight Hundred Eighty Two Taka Only.	

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

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

Employee Acknowledgement

BDT 40,882 ☐ Received From/ ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Forty Thousand Eight Hundred Eighty Two Taka Only.

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:

checked by
Mof.

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19849

02. Account Holder Name:

MD. SHAHABUL ISLAM

03. Bank Account No:

0200005789266

04. Bank Name:

Agrani Bank Limited

05. Bank Branch Name:

Court Bazar Br, Rajshahi Zone

06. Employee Mobile No:

01740-540872

07. Employee Name & Signature:

Md. Shahabul Islam

Verified By Supervisor's

Name (BM):

Protul Kumar Mondal

EIN: 14554

Signature:

Date:

29/05/25
Protul Kumar Mondal
EIN-14554
Area Supervisor
Jashore Sadar Area
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: