

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

Reference: Shakti/ Finance /Treasury/EFS/2025/345

Date:08-04-2026

Employee Information

Employee Name:	Md. Robiul Islam	Separation Effective Date:	03-Feb-26
Employee ID:	15431	Length of Service:	5 years 1 Months 8 Days
Post Name:	Accountant	Salary paid up to:	31-Dec-25
Branch / Department:	Sadar Bogura	Separation Type:	Resignation
Branch / Department Code	0054	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	26-Dec-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jan-2026	Contact Number	01729658242
Last Working Day (As per Attendance)	2-Feb-2026	Payment Account :	

Salary Information	Amount	Day's	Amount
Gross	31,504	33	33,754
A.Total salary Dues			33,754

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,679
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	21,118

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	54,272

Shakti Foundation (Finance)
RECEIVED
20 APR 2026
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	49,252	PF Loan (Principal)	-
Organization Contribution	49,252	PF Loan (Interest)	-
Profit on Employees Contribution	7,555		-
Profit on Organization Contribution	7,555		-
Total	113,614	Total PF Payable	-

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

Total Salary & Others (E)	54,272
Total Provident Fund	113,614
Total End of Service Benefit	167,886

One Lakh Sixty Seven Thousand Eight Hundred Eighty Six only

বি.স্র: কমা ১৪-০৯-২০২১ হতে ০১-০২-২০২২ তারিখ পর্যন্ত বিনা বেতনে ছুটি ভোগ করেন।

Prepared By *M. Rahman*
08.04.2026

Checked By *[Signature]*
08.04.26

Reviewed By *[Signature]*
Md. Ansarul Hoque
Deputy General Manager
Assistant Audit & Accounts Department
Internal Audit for Disadvantaged Women
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 167,886 received from/ paid To Shakti Foundation

One Lakh Sixty Seven Thousand Eight Hundred Eighty Six only

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

15431

02. Account Holder Name:

MD. ROBIUL ISLAM

03. Bank Account No:

1191050100006

04. Bank Name:

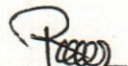
Dutch Bangla Bank

05. Bank Branch Name:

Dania Dhaka

06. Employee Mobile No:

01729-658242, 01318014446


Md. Robiul Islam

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

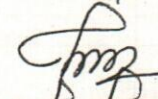
EIN:

Signature:

Date:

Raou Akhmed

08687



09/01/26

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Md. Homam Kabir

03250



31-01-26