

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/719

Date:02-12-2025

**Employee Information**

Employee Name:	Md. Rahidul Islam	Separation Effective Date:	04-Aug-25
Employee ID:	12624	Length of Service:	6 years 10 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Boalia Rajshahi	Separation Type:	Resignation
Branch / Department Code	0058	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	3-Oct-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2019	Leave without Pay (Days)	37 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01723968257
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,858	34	27,264
<b>A.Total salary Dues</b>			<b>27,264</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	9,943	7	1	69,601
<b>B.Total Gratuity Dues</b>				<b>69,601</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	13,500
Security Deposit Interest	2,419
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>20,854</b>

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	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>117,119</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	51,847	PF Loan (Principal)	-
Organization Contribution	51,847	PF Loan (Interest)	-
Profit on Employees Contribution	11,371		-
Profit on Organization Contribution	11,371		-
<b>Total</b>	<b>126,436</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	117,119
<b>Total Provident Fund</b>	126,436
<b>Total End of Service Benefit</b>	<b>243,555</b>

In Words: Two Lac Forty Three Thousand Five Hundred Fifty Five Taka Only.

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

Prepared By M. Rahman 02.12.25  
Checked By [Signature] 02.12.25

Reviewed By Kamrul Hasah 03.12.2024  
Director

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

**Employee Acknowledgement**

BDT 243,555 received From/ ☐ paid To Shakti Foundation

Receiver's Name: [Signature]  
Signature & Date:

In Words: Two Lac Forty Three Thousand Five Hundred Fifty Five Taka Only.

checked by [Signature]



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

12624

02. Account Holder Name:

Md. Rahidul Islam

03. Bank Account No:

DBBL-1561510303188

04. Bank Name:

Dutch Bangla. Bank Limited

05. Bank Branch Name:

Mymensingh Branch

06. Employee Mobile No:

01723968257

07. Employee Name & Signature:

~~Pl~~ Md. Rahidul Islam

## Verified By Supervisor's

Name (BM):

Miss Rozula

EIN:

12974

Signature:



Date:

04/08/2025

## Verified By Supervisor's

Name (AS):

MA. Alamgir Hossain

EIN:

04787

Signature:



Date:

04-08-2025