

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

Reference: Shakti/ Finance /Treasury/EFS/2025/419

Date:15-09-2025

Employee Information

Employee Name:	Hafizur Rahman	Separation Effective Date:	25/Apr/25
Employee ID:	14821	Length of Service:	5 years 1 Months 10 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Mar-25
Branch / Department:	Saturia Manikganj	Separation Type:	Resignation
Branch / Department Code	0127	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	15-Mar-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Mar-2025	Contact Number	01746956753
Last Working Day	24-Apr-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	27,560	24	22,048
A.Total salary Dues			22,048

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,024	5	1	55,120
B.Total Gratuity Dues				55,120

Additional Payment	Amount
Baishakhi Allowance	2,205
TA & DA / Field trips	8,100
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	29,994

Deductions	Amount (S)
VTS deduction	2,000
Motorcycle Loan	-
Mobile Phone Handset Loan	12,873
Mobile Phone Subsidy	2,476
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	17,649
E.Total Payable / Receivable (A+B+C-D)	89,513

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	45,235	PF Loan (Principal)	-
Organization Contribution	45,235	PF Loan (Interest)	-
Profit on Employees Contribution	7,826		-
Profit on Organization Contribution	7,826		-
Total	106,122	Total PF Payable	-

Total Salary & Others (E)	89,513
Total Provident Fund	106,122
Total End of Service Benefit	195,635
One lakh ninety five thousand four hundred thirty	

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

Prepared By: *[Signature]*
15-09-25

Checked By: *[Signature]*
15-09-25

Reviewed By: *[Signature]*
15-09-25

Director

Approved By: *[Signature]*

Employee Acknowledgement

BDT 195,635 ☐ Received From/ ☐ Paid To Shakti Foundation

One lakh ninety five thousand four hundred thirty

Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

14821

02. Account Holder Name:

MD HAFIZUR RAHMAN

03. Bank Account No:

1553105047187001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

Ashulia Branch

06. Employee Mobile No:

01746-956753

07. Employee Name & Signature:

Hafizur Rahmansa hamsa



Verified By Supervisor's

Name (BM): Biplob Chandra Sarker

EIN: 19711

Signature:

Date: 28/8/24

BIPLOB CHANDRA SARKER
EIN-19711
Branch Manager
SHAKTI Foundation

Verified By Supervisor's

Name (AS): Md. Shahidul Islam

EIN: 15592

Signature:

Date:

15.06.25
Md. Shahidul Islam
EIN-15592
Area Supervisor
SHAKTI Foundation