

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/568

Date:09-11-2025

**Employee Information**

Employee Name:	Mohammad Borhan Uddin Imran	Separation Effective Date:	07-Aug-25
Employee ID:	15565	Length of Service:	4 years 5 Months 16 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Mohamaya, Chandpur	Separation Type:	Resignation
Branch / Department Code	0579	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	22-Feb-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Jul-2025	Contact Number	01812180967
Last Working Day	6-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,560	37	32,894
<b>A.Total salary Dues</b>			<b>32,894</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	-
DSA	5,371
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	12,000
VTS Tracker	2,151
<b>C.Total Additional Payment</b>	<b>19,522</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	-
Others	600
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>600</b>
	<b>51,816</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,051	PF Loan (Principal)	-
Organization Contribution	41,051	PF Loan (Interest)	-
Profit on Employees Contribution	5,662		-
Profit on Organization Contribution	8,662		-
<b>Total</b>	<b>93,426</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>51,816</b>
<b>Total Provident Fund</b>	<b>93,426</b>
<b>Total End of Service Benefit</b>	<b>145,242</b>

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

Prepared By M. Rahman 09/11/25  
Checked By [Signature] 09/11/25

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

Reviewed by [Signature] 10/11/25  
Director

Approved By [Signature]  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 145,242 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

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

checked by  
[Signature]



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

15565

02. Account Holder Name:

Md. BORHAN UDDIN IMRAN

03. Bank Account No:

5884010002554

04. Bank Name:

RUPALI BANK LIMITED

05. Bank Branch Name:

KACHUA BRANCH, CHANDPUR

06. Employee Mobile No:

01812180967

Md Borhan uddin Imran  
07. Employee Name & Signature: *Borhan*

## Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

*Ansul Rahman*  
07.08  
Ansul Rahman  
EIN-12254  
Branch Manager  
Shakti Foundation

## Verified By Supervisor's

Name (AS): *Md. Kamrul Hasan*

EIN: 01406

Signature: *[Signature]*

Date: 13.8.28

*Md. Kamrul Hasan*  
EIN: 01436  
Area Supervisor  
Shakti Foundation