

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

Reference: Shakti/ Finance /Treasury/EFS/2026/109

Date:05-04-2026

Employee Information

Employee Name:	Md.. Masud Rana	Separation Effective Date:	18-Dec-25
Employee ID:	15279	Length of Service:	5 years 0 Months 13 Days
Post Name:	Branch Manager	Salary paid up to:	30-Nov-25
Branch / Department:	Abdullapur Dhaka	Separation Type:	Dismiss
Branch / Department Code	0375	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	5-Dec-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01753842125
Last Working Day (As Per Attendance)	21-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	47,813	21	15,732
A.Total salary Dues			15,732

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	677
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	20,000
Security Deposit Interest	3,585
Other Allowance	-
C.Total Additional Payment	24,262

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	1,953
Mobile Phone Subsidy	1,446
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	417
Income Tax	-
D.Total Deduction	3,816
E.Total Payable / Receivable (A+B+C-D)	36,178

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	74,023	PF Loan (Principal)	-
Organization Contribution	74,023	PF Loan (Interest)	-
Profit on Employees Contribution	12,314		-
Profit on Organization Contribution	12,313		-
Total	172,673	Total PF Payable	-

Total Salary & Others (E)	36,178
Total Provident Fund	172,673
Total End of Service Benefit	208,851

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

Prepared By M. Masud Rana 05.04.26
Checked By Md. Masud Rana 05.04.26

Received By Md. Anwarul Hoque
Deputy General Manager
Admin. & HR Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:
Signature & Date:

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

Employee Acknowledgement	
BDT 208,851	Received From/ Paid To Shakti Foundation
In Words: Two Lac Eight Thousand Eight Hundred Fifty One Taka Only.	

Checked by M. Masud Rana

Employee Personal Bank Account Information

Required Information

01. Employee EIN :
02. Account Holder Name:
03. Bank Account No:
04. Bank Name:
05. Bank Branch Name:
06. Employee Mobile No:
07. Employee Name & Signature: ^{01/02/20} Md. Masud Rana.

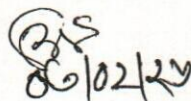
Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


S.M. ALAM
Branch Manager
EIN- 18951
Shakti Foundation


Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Md. Firoz Ahmed
Area Supervisor
EIN: 16950
Shakti Foundation