

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

Reference: Shakti/ Finance /Treasury/EFS/2025/651

Date:05-11-2025

**Employee Information**

Employee Name:	Ruhul Amin	Separation Effective Date:	04-Jul-25
Employee ID:	21006	Length of Service:	1 years 1 Months 3 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Begumganj Noakhali	Separation Type:	Resignation
Branch / Department Code	0140	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	1-Jun-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01872913936
Last Working Day	3-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	33	25,226
<b>A.Total salary Dues</b>			<b>25,226</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	2,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	15,000
Shurakkha Bhata	913
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>18,107</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>42,733</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	242		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>6,682</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	42,733
<b>Total Provident Fund</b>	6,682
<b>Total End of Service Benefit</b>	<b>49,415</b>
Forty Nine Thousand Four Hundred Fifteen only	

Prepared By M. Rahman 05-11-25  
Checked By [Signature] 05-11-25

Process and Calculation  
is Audited based on  
supporting documents

Reviewed By [Signature] 05-11-25  
Director

Md. Abdur Razzak  
Senior Director  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 49,415	Received From/	Paid To Shakti Foundation	Signature & Date:
Forty Nine Thousand Four Hundred Fifteen only			

Internal Audit and Legal Department  
Shakti Foundation

Receiver's Name:

Signature & Date:

checked by  
[Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21006

02. Account Holder Name:

RUHUL AMIN

03. Bank Account No:

1071260023860

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

Gulshan Branch

06. Employee Mobile No:

01872913936

07. Employee Name & Signature:

RUHUL AMIN




Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

  
Md. Arif Al Mamun  
Branch Manager  
EIN-19380  
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN: 17778

Signature:

Date:

07.07.25

lesalbn Rafiq

