

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date:07-10-2025

Employee Information

Employee Name:	Jillur Rahman	Separation Effective Date:	01/Feb/25
Employee ID:	20448	Length of Service:	1 years 1 Months 8 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Dec-24
Branch / Department:	Bhuapur Tangail	Separation Type:	Resignation
Branch / Department Code	0372	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	24-Dec-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Jan-2025	Contact Number	01738268924
Last Working Day	31-Jan-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	31 + 1	23,821
A.Total salary Dues			23,821

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

Additional Payment	Amount
Leave Encashment	3,833
TA & DA / Field trips	4,500
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	4,000
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	27,783

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	7,780
Mobile Phone Subsidy	3,499
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	11,579
E.Total Payable / Receivable (A+B+C-D)	40,025

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	155	-	-
Profit on Organization Contribution	-	-	-
Total	6,595	Total PF Payable	-

Total Salary & Others (E)	40,025
Total Provident Fund	6,595
Total End of Service Benefit	46,620

Forty Six Thousand Six Hundred Twenty Taka Only

Prepared By: [Signature] 07.10.25
Checked By: [Signature] 07.10.25

Process and Calculation

is Audited and supporting documents

Reviewed By: [Signature] 07/10/2025
Director

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

Employee Acknowledgement

BDT 46,620 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Forty Six Thousand Six Hundred Twenty Taka Only.

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20448

02. Account Holder Name:

JILLUR RAHMAN

03. Bank Account No:

1060414820001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

BOGURA BRANCH

06. Employee Mobile No:

01738268929

07. Employee Name & Signature:

Jillur Rahman
Jillur

Verified By Supervisor's

Name (BM): Md. Senazul Islam

EIN: 05813

Signature: Senazul

Date: 07.04.25


Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Forhad Hossain
EIN No : 12925
Area Supervisor
Shakti Foundation