

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

Reference: Shakti/ Finance /Treasury/EFS/2025/413

Date:15-09-2025

**Employee Information**

|                             |                      |                                 |                         |
|-----------------------------|----------------------|---------------------------------|-------------------------|
| Employee Name:              | Farajul Islam        | Separation Effective Date:      | 04/Jul/25               |
| Employee ID:                | 11782                | Length of Service:              | 7 years 5 Months 1 Days |
| Post Name:                  | Microfinance Officer | Salary paid up to:              | 31-May-25               |
| Branch / Department:        | Taragonj Rangpur     | Separation Type:                | Resignation             |
| Branch / Department Code    | 0423                 | Notice Period:                  | 01 Month                |
| Employment Type:            | Permanent            | Notice Period Completed:        | 1 Months 1 Days         |
| Date of joining:            | 3-Feb-2018           | Annual Leave Encashment Balance | 0 Days                  |
| Date of Confirmation:       | 1-Sep-2018           | Leave without Pay (Days)        | 0 Days                  |
| Resignation Submission Date | 3-Jun-2025           | Contact Number                  | 01796734977             |
| Last Working Day            | 3-Jul-2025           | Email ID :                      | -                       |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 25,756 | 33    | 28,249        |
| <b>A.Total salary Dues</b> |        |       | <b>28,249</b> |

| Gratuity Information         | Basic  | Year | No. of Gratuity | Amount        |
|------------------------------|--------|------|-----------------|---------------|
| Gratuity                     | 10,302 | 7    | 1               | 72,114        |
| <b>B.Total Gratuity Dues</b> |        |      |                 | <b>72,114</b> |

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Leave Encashment                  | -             |
| TA & DA / Field trips             | 4,935         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | -             |
| Security Deposit                  | 5,000         |
| Security Deposit Interest         | 896           |
| Over Time ( March & April,2025)   | -             |
| <b>C.Total Additional Payment</b> | <b>10,831</b> |

| Deductions                                    | Amount (S)     |
|---|----------------|
| VTS Deduction                                 | 2,000          |
| 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>2,600</b>   |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>108,594</b> |

**Provident Fund**

| Particular (S)                      | Amount (S)     | Particular (S)          | Amount (S) |
|-------------------------------------|----------------|-------------------------|------------|
| Employees Contribution              | 55,987         | PF Loan (Principal)     | -          |
| Organization Contribution           | 55,987         | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 13,749         |                         | -          |
| Profit on Organization Contribution | 13,748         |                         | -          |
| <b>Total</b>                        | <b>139,471</b> | <b>Total PF Payable</b> | <b>-</b>   |

|  |                |
|--|----------------|
| <b>Total Salary &amp; Others (E)</b>               | <b>108,594</b> |
| <b>Total Provident Fund</b>                        | <b>139,471</b> |
| <b>Total End of Service Benefit</b>                | <b>248,065</b> |
| Two Lac Forty Eight Thousand Sixty Five Taka Only. |                |

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

*Prepared By*  
15-09-25

*Checked By*  
15-09-25

*Reviewed By*  
16/9/25  
Kamrul Hasan

*Approved By*  
15-09-25  
Shakti Foundation For Disadvantaged Women

**Employee Acknowledgement**

BDT 248,065 ☐ Received From/ ☐ Paid To Shakti Foundation

Director  
Internal Audit and  
Receiver's Name:  
Signature & Date:

In Words: Two Lac Forty Eight Thousand Sixty Five Taka Only.

*checked by*  
*MAV*

# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

11782

02. Account Holder Name:

FARAJUL ISLAM

03. Bank Account No:

125 151 393304

04. Bank Name:

DUTCH BANGLA BANK

05. Bank Branch Name:

BOGURA

06. Employee Mobile No:

01796734977

FARAJUL ISLAM

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Anowarul Islam

EIN: 14565

Signature:

Date:

07/07/20

Verified By Supervisor's

Name (AS): Md. Mamunur Rashed

EIN: 01628

Signature:

Date:

07/07/20