

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

Reference: Shakti/ Finance /Treasury/EFS/2025/624

Date:05-11-2025

**Employee Information**

Employee Name:	Md. Mijanur Rahman	Separation Effective Date:	18/Jul/25
Employee ID:	20578	Length of Service:	1 years 5 Months 27 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Jun-25
Branch / Department:	Health	Separation Type:	Resignation
Branch / Department Code	0003	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 15 Days
Date of joining:	21-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01612588325
Last Working Day	17-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	16,000	17	8,774
<b>A.Total salary Dues</b>			<b>8,774</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	658
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,311
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>16,969</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	16,000
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>16,000</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>9,743</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>		<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	9,743
Total Provident Fund	-
Total End of Service Benefit	9,743
Nine Thousand Seven Hundred Forty Three only	

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

Prepared By Hanif 05.11.25  
Checked By 05.11.25

Reviewed By Kamrul Hossain  
Director

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

Employee Acknowledgement		Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women	Receiver's Name:
BDT 9,743	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:	
Nine Thousand Seven Hundred Forty Three only			

checked by AAH



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20578

02. Account Holder Name:

MD. MIJANUR RAHMAN

03. Bank Account No:

0210042941851

04. Bank Name:

IFIC

05. Bank Branch Name:


Sherpur

06. Employee Mobile No:

01612-588325

Md. Mijanur Rahman

07. Employee Name & Signature:

  
6/9/25

Verified By Supervisor's

Name (BM): <sup>ZHC</sup> Md. Faruque Hossain

EIN: 21335

Signature: 

Date:

15.07.2025

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: