

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/645

Date:16-11-2025

Employee Information

Employee Name:	Ariful Islam	Separation Effective Date:	05-Sep-25
Employee ID:	12865	Length of Service:	6 years 9 Months 25 Days
Post Name:	Senior Accountant	Salary paid up to:	31-Jul-25
Branch / Department:	Rohanpur Chapainababganj	Separation Type:	Resignation
Branch / Department Code	0457	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	11-Nov-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01750254384
Last Working Day	4-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	31,450	35	35,643
A.Total salary Dues			35,643

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,580	7	1	88,060
B.Total Gratuity Dues				88,060

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C.Total Additional Payment	19,956

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	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	143,059

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	65,652	PF Loan (Principal)	9,175
Organization Contribution	65,652	PF Loan (Interest)	963
Profit on Employees Contribution	13,682		
Profit on Organization Contribution	13,681		
Total	158,667	Total PF Payable	10,138

Total Salary & Others (E)	143,059
Total Provident Fund	148,529
Total End of Service Benefit	291,588
Two Lakh Ninety One Thousand Five Hundred Eighty Eight only	

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rahman 16/11/25
Checked By [Signature] 16/11/25

Reviewed By [Signature] 17/11/25

Approved By [Signature]
M. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 291,588 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Two Lakh Ninety One Thousand Five Hundred Eighty Eight only

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12865

02. Account Holder Name:

Arifur Islam

03. Bank Account No:

2481510134328

04. Bank Name:

Dutch Bangla Bank Ltd

05. Bank Branch Name:

Joypurhat

06. Employee Mobile No:

101750254384

07. Employee Name & Signature:

Md. Arifur Islam


Verified By Supervisor's

Name (BM):

Md. Ziaul Haque

EIN: 06487

Signature:



Date: 31.8.25.

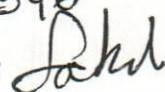
Verified By Supervisor's

Name (AS):

Md. Sohul Rana

EIN: 02946

Signature:



Date: 27.8.25

MD. SOHEL RANA
Area Supervisor
EIN: 02946
Shakti Foundation