

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/306

Date:14-07-2025

**Employee Information**

Employee Name:	Atakur Rahman	Separation Effective Date:	29-May-25
Employee ID:	21653	Length of Service:	0 years 7 Months 3 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	30-Apr-25
Branch / Department:	Haziganj Chandpur	Separation Type:	Discontinuation of Service
Branch / Department Code	60010174	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	26-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01998386828
Last Working Day	28-May-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	18,000	28	16,258
<b>A.Total salary Dues</b>			16,258

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				-

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	4,065
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	19,065

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	300
Income Tax	300
<b>D.Total Deduction</b>	300
<b>E.Total Payable / Receivable (A+B+C-D)</b>	35,023

**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>	-	- Total PF Payable	-

Total Salary & Others (E)	35,023
Total Provident Fund	-
Total End of Service Benefit	35,023
Thirty Five Thousand Twenty Three Taka Only.	

**Employee Acknowledgement**

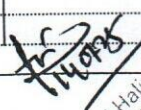
BDT 35,023 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Thirty Five Thousand Twenty Three Taka Only.


Receiver's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

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

Approved By:   
Md. Faruk Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

checked by 



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21653

02. Account Holder Name:

ATAKUR KAHMAN

03. Bank Account No:

1071260031949

04. Bank Name:

Eastern Bank plc.

05. Bank Branch Name:

100 Gulshan Avenue, Dhaka. 1212

06. Employee Mobile No:

01998386828

Atakur Kahman

07. Employee Name & Signature:

Atakur

## Verified By Supervisor's

Name (BM): Md. Washim Ali Khan

EIN: 28213

Signature:



Date: 28/05/25

## Verified By Supervisor's

Name (AS): Md. Kamrul Haseen

EIN: 01436

Signature:



Date:

2.6.25

Md. Kamrul Haseen  
EIN: 01436  
Area Supervisor  
Shakti Foundation