

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

Reference: Shakti/ Finance /Treasury/EFS/2025/349

Date:11-04-2026

Employee Information

Employee Name:	Md. Jillur Rahman	Separation Effective Date:	06-Feb-26
Employee ID:	13355	Length of Service:	6 years 10 Months 27 Days
Post Name:	Accountant	Salary paid up to:	31-Dec-25
Branch / Department:	Rajpara Rajshahi	Separation Type:	Resignation
Branch / Department Code	0067	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	10-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Jan-2026	Contact Number	01715500274
Last Working Day(As per Attendance)	5-Feb-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	29,984	36	35,338
A.Total salary Dues			35,338

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,994	7	1	83,958
B.Total Gratuity Dues				83,958

Additional Payment	Amount
Leave Encashment	4,997
TA & DA / Field trips	2,946
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	25,632

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	144,328

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	64,610	PF Loan (Principal)	35,000.00
Organization Contribution	64,610	PF Loan (Interest)	1,346.00
Profit on Employees Contribution	14,826		-
Profit on Organization Contribution	14,826		-
Total	158,872	Total PF Payable	36,346.00

Total Salary & Others (E)	144,328
Total Provident Fund	122,526
Total End of Service Benefit	266,854
Two Lakh Sixty Six Thousand Eight Hundred Fifty Three only	

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

Prepared By: M Rahman 11.04.2026
Checked By: [Signature] 11.04.2026

Md. Saadul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Approved By:
Md. Anwarul Haqim
Senior Director & Finance
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 266,854	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation
Two Lakh Sixty Six Thousand Eight Hundred Fifty Three only		Signature & Date:

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

13355.

02. Account Holder Name:

MD. JILLUR RAHMAN

03. Bank Account No:

234.151.0129664

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Katampur, Dhamrai, Dhaka.

06. Employee Mobile No:

01715-500274.


Md. Jillur Rahman

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MD. Kasim Islam

EIN: 13520


Signature: 

Date: 5.02.26.

Verified By Supervisor's

Name (AS): Kh. Selim Hossen

EIN: 14817

Signature: 

Date: 05.2.26