

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/735

Date:11-12-2025

Employee Information

Employee Name:	Md. Mizanur Rahman	Separation Effective Date:	01-Sep-25
Employee ID:	870	Length of Service:	21 years 3 Months 14 Days
Post Name:	Branch Support Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Microfinance	Separation Type:	Resignation
Branch / Department Code	10010001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	18-May-2004	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	18-May-2005	Leave without Pay (Days)	0 Days
Resignation Submission Date	31-Aug-2025	Contact Number	01307803934
Last Working Day	31-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	40,840	31	40,840
A.Total salary Dues			40,840

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,336	21	4	1,372,224
B.Total Gratuity Dues				1,372,224

Additional Payment	Amount
Additional Salary	40,840
TA & DA / Field trips	-
Arrear	2,312
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Cash	-
C.Total Additional Payment	43,152

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	7,250
Mobile Phone Subsidy	1,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	8,949
E.Total Payable / Receivable (A+B+C-D)	1,447,267

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	171,421	PF Loan (Principal)	-
Organization Contribution	171,421	PF Loan (Interest)	-
Profit on Employees Contribution	178,014		-
Profit on Organization Contribution	178,015		-
Total	698,871	Total PF Payable	-

Total Salary & Others (E)	1,447,267
Total Provident Fund	698,871
Total End of Service Benefit	2,146,138
In Words: Twenty One Lac Forty Six Thousand One Hundred Thirty Eight Taka Only.	

Prepared By: M. Rahman 11.12.25
 Checked By: [Signature] 11.12.25
 Reviewed By: [Signature] 11.12.25
 Director: [Signature] 11.12.25
 Internal Audit and Legal Department: [Signature] 11.12.25
 Shakti Foundation for Disadvantaged Women: [Signature] 11.12.25
 Md. Abdul Halim Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women

Employee Acknowledgement
 BDT 2,146,138 ☐ Received From/ ☐ Paid To Shakti Foundation
 In Words: Twenty One Lac Forty Six Thousand One Hundred Thirty Eight Taka Only.

Signature & Date:

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

00870

02. Account Holder Name:

Md. Mizanur Rahman

03. Bank Account No:

20500230200553208

04. Bank Name:

Islami Bank PLC


05. Bank Branch Name:

Burichong Bazar Bemeh Cumilla

06. Employee Mobile No:

01307803939

07. Employee Name & Signature:

Md. Mizanur Rahman 


Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


Md. Shamsul Alam
12828
11.09.25.

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: