

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

Reference: Shakti/ Finance /Treasury/EFS/2025/463

Date:16-10-2025

Employee Information

Employee Name:	Mahfuj Amin Rifat	Separation Effective Date:	13-May-25
Employee ID:	22090	Length of Service:	0 years 3 Months 11 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	31-Mar-25
Branch / Department:	Sirajdikhan Munshiganj	Separation Type:	Resignation
Branch / Department Code	0165	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 0 Days
Date of joining:	2-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Apr-2025	Contact Number	01753153754
Last Working Day	12-May-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	42	27,742
A.Total salary Dues			27,742

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,643
DSA	4,550
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Over Time (March & April,2025)	-
C.Total Additional Payment	24,493

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,900
E.Total Payable / Receivable (A+B+C-D)	36,335

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	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	36,335
Total Provident Fund	-
Total End of Service Benefit	36,335

Thirty Six Thousand Three Hundred Thirty Five Taka Only.

Prepared By M. Rahman 16.10.25
Checked By [Signature] 16.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By [Signature] 16/10/25
Kamrul Hasan
Director

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

Employee Acknowledgement	
BDT 36,335 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: <u>[Signature]</u> Signature & Date: _____
In Words: Thirty Six Thousand Three Hundred Thirty Five Taka Only.	

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

22090

02. Account Holder Name:

MAHFUJ AMIN RIFAT

03. Bank Account No:

2164216027018

04. Bank Name:

Prime Bank

05. Bank Branch Name:

Pallabi Branch

06. Employee Mobile No:

01753-153754

07. Employee Name & Signature:

Mahfuj Amin Rifat
Rifat

Verified By Supervisor's

Name (BM): স্বাঃ আনামুল হােক

EIN: 16027

Signature: [Signature]

Date: ০৬/৪/২৫

Md. Anamul Haque
Branch Manager
EIN-16027
Shakti Foundation

Verified By Supervisor's

Name (AS): Md Imran Hossain

EIN: 07459

Signature: [Signature]

Date: 27/04/25

Md. Imran Hossain
Area Supervisor
Shakti Foundation