

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/445

Date:29-09-2025

Employee Information

Employee Name:	Md. Mahfuzar Rahman	Separation Effective Date:	08/Jul/25
Employee ID:	14757	Length of Service:	5 years 4 Months 7 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Pirganj Rangpur	Separation Type:	Resignation
Branch / Department Code	0205	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 4 Days
Date of joining:	1-Mar-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jun-2025	Contact Number	01738714513
Last Working Day	7-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,402	37	32,364
A.Total salary Dues			32,364

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,561	5	1	52,805
B.Total Gratuity Dues				52,805

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,516
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	19,667

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	19,822
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	21,121
E.Total Payable / Receivable (A+B+C-D)	83,715

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	42,703	PF Loan (Principal)	-
Organization Contribution	42,703	PF Loan (Interest)	-
Profit on Employees Contribution	6,918		-
Profit on Organization Contribution	6,917		-
Total	99,241	Total PF Payable	-

Total Salary & Others (E)	83,715
Total Provident Fund	99,241
Total End of Service Benefit	182,956
One Lakh Eighty Two Thousand Nine Hundred Fifty Six	

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

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Prepared By *[Signature]* 29.09.25
Checked By *[Signature]* 29.09.25

Reviewed By *[Signature]* 30/9/25
Kamrul Hasan
Director

Employee Acknowledgement

BDT 182,956 ☐ Received From/ ☐ Paid To Shakti Foundation
One Lakh Eighty Two Thousand Nine Hundred Fifty Six

Receiver's Name:
Signature & Date:

needed by
MAY

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

14757

02. Account Holder Name:

Md. Mahfuzar Rahman

03. Bank Account No:

211.103.305434

04. Bank Name:

Dutch-Bangla Bank

05. Bank Branch Name:

Pallabi Dhaka

06. Employee Mobile No:

01738-714513

Md. Mahfuzar Rahman


07. Employee Name & Signature:



Verified By Supervisor's

Name (BM): Md. Farouk Hossain

EIN: 09994


Signature: 

Date: 07-07-25

Verified By Supervisor's

Name (AS): Md. Sanuwar Hossain

EIN: 04148

Signature: 

Date:

09-07-25

MD. SANUWAR HOSSAIN
Area Supervisor (04148)
Shakti Foundation