

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/450

Date:29-09-2025

Employee Information

Employee Name:	Md. Riajul Islam	Separation Effective Date:	3-Jul-25
Employee ID:	12911	Length of Service:	6 years 7 Months 7 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Rasulpur-Kamrangirchar Dhaka	Separation Type:	Resignation
Branch / Department Code	0059	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	26-Nov-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01713749967
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,080	32	29,892
A.Total salary Dues			29,892

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	7	1	78,624
B.Total Gratuity Dues				78,624

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,500
Security Deposit	13,500
Security Deposit Interest	2,419
Over Time (March & April,2025)	-
C.Total Additional Payment	23,209

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	131,725

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	53,695	PF Loan (Principal)	-
Organization Contribution	53,695	PF Loan (Interest)	-
Profit on Employees Contribution	11,244		-
Profit on Organization Contribution	11,243		-
Total	129,877	Total PF Payable	-

Total Salary & Others (E)	131,725
Total Provident Fund	129,877
Total End of Service Benefit	261,602
Two Lakh Sixty One Thousand Six Hundred Two	

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

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

Reviewed By: *[Signature]* 30.09.25
Internal Audit and Legal Department

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

Employee Acknowledgement

BDT 261,602 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Two Lakh Sixty One Thousand Six Hundred Two

checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12911

02. Account Holder Name:

MD. RIAJUL ISLAM

03. Bank Account No:

2111030230246

04. Bank Name:


Dutch-Bangla Bank Limited

05. Bank Branch Name:

Pallabi Branch

06. Employee Mobile No:


01713749967

07. Employee Name & Signature: MD, RIAJUL ISLAM- 

Verified By Supervisor's

Name (BM): Runa Islam

EIN: 08726


Signature: 

Date:

Verified By Supervisor's

Name (AS): md shahidul Islam

EIN: 18052

Signature: 

Date: 29/10/15