

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/530

Date:22-10-2025

Employee Information

Employee Name:	Anisur Rahman	Separation Effective Date:	03-Jul-25
Employee ID:	20794	Length of Service:	1 years 3 Months 10 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Haziganj Chandpur	Separation Type:	Resignation
Branch / Department Code	0174	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	23-Mar-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01742200882
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	32	24484
A.Total salary Dues			24,484

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	913
Over Time (March & April,2025)	-
C.Total Additional Payment	22,203

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	46,087

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	362		-
Profit on Organization Contribution	-		-
Total	8,642	Total PF Payable	-

Total Salary & Others (E)	46,087
Total Provident Fund	8,642
Total End of Service Benefit	54,729

In Words: Fifty Four Thousand Seven Hundred Twenty Nine Taka Only.

Prepared By M Rahman 22-10-25
Checked By M Rahman 22-10-25

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

Reviewed By Kamru Hasan 22/10/2025
Director

Approved By M Rahman
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 54,729 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:
Signature & Date:

In Words: Fifty Four Thousand Seven Hundred Twenty Nine Taka Only.

checked by
MD

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20794

02. Account Holder Name:

Anisur Rahman.

03. Bank Account No:

1071260018778.

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

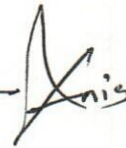
000107- Mirpur Branch.

06. Employee Mobile No:

✓ 01742-200882

07. Employee Name & Signature:

Anisur Rahman



Verified By Supervisor's

Name (BM):  Washim Khan

EIN: 26226 

Signature: Washim Ali Khan
EIN-18213
Branch Manager

Date: Shakti Foundation For Disadvantaged Women

Verified By Supervisor's

Name (AS): Kamrul Hossain

EIN: 01436

Signature: 

Date: 10-7-25

Md. Kamrul Hossain
EIN: 01436
Area Supervisor
Shakti Foundation