

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/114

Date:11-04-2026

Employee Information

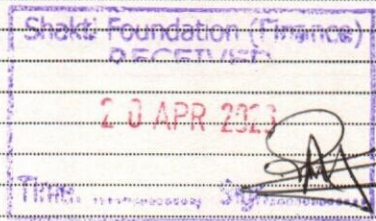
Employee Name:	Rajan Chowdhury	Separation Effective Date:	01-Dec-25
Employee ID:	14746	Length of Service:	5 years 9 Months 0 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Lama Bandarban	Separation Type:	Resignation
Branch / Department Code	0291	Notice Period:.	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	1-Mar-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Oct-2025	Contact Number	01827051644
Last Working Day	30-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	25,276	46	37,914
A.Total salary Dues			37,914

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,110	6	1	60,660
B.Total Gratuity Dues				60,660

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6,750
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	2,250
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
One Month Salary	-
C.Total Additional Payment	23,151

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	22,920
Bicycle Loan	-
Mobile Phone Handset Loan	8,913
Mobile Phone Subsidy	2,476
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	34,909
E.Total Payable / Receivable (A+B+C-D)	86,816



Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	43,162	PF Loan (Principal)	20,830.00
Organization Contribution	43,162	PF Loan (Interest)	1,170.00
Profit on Employees Contribution	7,687		-
Profit on Organization Contribution	7,686		-
Total	101,697	Total PF Payable	22,000.00

Total Salary & Others (E)	86,816
Total Provident Fund	79,697
Total End of Service Benefit	166,513

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

In Words: One Lac Sixty Six Thousand Five Hundred Thirteen Taka Only.
Prepared By M.Rabman 11-04-2026
Checked By [Signature] 11-04-2026

Md. Amirul Hoque
Deputy General Manager
Assistant Audit & Accounts Officer
Shakti Foundation

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

Employee Acknowledgement	
BDT <u>166,513</u> received From <u>[Signature]</u> paid To Shakti Foundation <u>[Signature]</u>	Receiver's Name: Signature & Date:
In Words: One Lac Sixty Six Thousand Five Hundred Thirteen Taka Only.	

Checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

1796

02. Account Holder Name:

Rajan Chowdhury

03. Bank Account No:

2111030305455

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Mirpur

06. Employee Mobile No:

01827051699

07. Employee Name & Signature:

Rajan - ১৭/১২/১৮

Verified By Supervisor's

Name (BM):

Signature:

Date:

18.12.18

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Md. Anwar Karim
Ein: 01916
Area Supervisor
Shakti Foundation
Chararia An