

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

Reference: Shakti/ Finance /Treasury/EFS/2025/650

Date:20-11-2025

**Employee Information**

Employee Name:	Md. Abdur Rahim	Separation Effective Date:	11/Sep/25
Employee ID:	21825	Length of Service:	0 years 9 Months 3 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Ershadnagar Gazipur	Separation Type:	Resignation
Branch / Department Code	0048	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 8 Days
Date of joining:	8-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01722798172
Last Working Day	10-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	10	7,667
<b>A.Total salary Dues</b>			<b>7,667</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	667
One Month Salary	23,000
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>39,117</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	450
One Month Salary	23,000
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>38,750</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>8,034</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	2,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	21		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>2,781</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>8,034</b>
<b>Total Provident Fund</b>	<b>2,781</b>
<b>Total End of Service Benefit</b>	<b>10,815</b>
Ten Thousand Eight Hundred Fifteen Taka Only.	

Process and Calculation  
is Audited based on  
supporting documents

Prepared By *Rahim* 20-11-25  
Checked By *Rahim* 20-11-25

**Employee Acknowledgement**

BDT 10,815 ☐ Received From/ ☐ Paid To Shakti Foundation  
Ten Thousand Eight Hundred Fifteen Taka Only.

Receiver's Name:

Signature & Date:

*Md. Anwarul Haque*  
General Manager  
Ershadnagar Gazipur  
Microfinance Department  
Shakti Foundation  
For Disadvantaged Women

*Md. Abdur Halim*  
Section In-charge  
Head of Finance  
Shakti Foundation  
For Disadvantaged Women

*Checked by*  
*Rahim*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21825

02. Account Holder Name:

Md. Abdur Rahim

03. Bank Account No:

1071260035779

04. Bank Name:


Eastern Bank Ltd.

05. Bank Branch Name:

Mirpur, Dhaka-

06. Employee Mobile No:

01722-798172

Md. Abdur Rahim 

07. Employee Name & Signature:

## Verified By Supervisor's

Name (BM):

Md. Ziaul Haque

EIN:

05394

Signature:

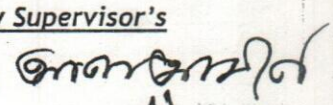
01.10.20

Date:

Md. Ziaul Haque (05394)  
Branch Manager  
Ershadnagar Geopu-0048  
Shakti Foundation

## Verified By Supervisor's

Name (AS):



EIN:

2066

Signature:

Md. Ar Amin (2066)  
Area Supervisor  
Tongi, Gazipur (3009)  
Shakti Foundation

Date:

26/10/20