

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/525

Date:22-10-2025

Employee Information

Employee Name:	Md. Ariful Islam	Separation Effective Date:	03-Jul-25
Employee ID:	20372	Length of Service:	1 years 7 Months 14 Days
Post Name:	Accountant	Salary paid up to:	31-May-25
Branch / Department:	Najirpur Natore	Separation Type:	Resignation
Branch / Department Code	0395	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	02-Jun-25	Contact Number	01787103436
Last Working Day	02-Jul-25	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	32	25548
A.Total salary Dues			25,548

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,390
Over Time (March & April,2025)	-
C.Total Additional Payment	18,519

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)	43,467

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	11,520	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	603		-
Profit on Organization Contribution	-		-
Total	12,123	Total PF Payable	-

Total Salary & Others (E)	43,467
Total Provident Fund	12,123
Total End of Service Benefit	55,590
In Words: Fifty Five Thousand Five Hundred Ninety Taka Only.	

Prepared By 22/10/25 Checked By 23/10/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By 23/10/2025
Kamruddin Hasan
Director

Approved By 23/10/25
Md. Abdul Halim
Senior Director
Head Office
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 55,590	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name:
In Words: Fifty Five Thousand Five Hundred Ninety Taka Only.			Signature & Date:

checked by 4407

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20372

02. Account Holder Name:

MD. ARIFUL ISLAM

03. Bank Account No:

1060356016001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

JASHORE BRANCH

06. Employee Mobile No:

01707-103436

07. Employee Name & Signature:

Md. Ariful Islam

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Md. Ariful Islam
Accountant
EIN: 20372
Shakti Foundation

Md. Fazlul Haque
Branch Manager
EIN-20278
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

S.M. Melonezzamar

17523

24.06.25