

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/478

Date:16-10-2025

Employee Information

Employee Name:	Md. Shafiqul Islam	Separation Effective Date:	04-Jul-25
Employee ID:	13204	Length of Service:	6 years 5 Months 1 Days
Post Name:	Accountant	Salary paid up to:	31-May-25
Branch / Department:	Raniganj Dinajpur	Separation Type:	Resignation
Branch / Department Code	0471	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	3-Feb-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jun-2025	Contact Number	01723207697
Last Working Day	3-Jul-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	27,762	33	30,449
A.Total salary Dues			30,449

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,105	6	1	66,630
B.Total Gratuity Dues				66,630

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	16,000
Security Deposit Interest	2,868
Over Time (March & April,2025)	-
C.Total Additional Payment	21,062

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)	117,541

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	57,884	PF Loan (Principal)	-
Organization Contribution	57,884	PF Loan (Interest)	-
Profit on Employees Contribution	12,659		-
Profit on Organization Contribution	12,658		-
Total	141,085	Total PF Payable	-

Total Salary & Others (E)	117,541
Total Provident Fund	141,085
Total End of Service Benefit	258,626

Two Lakh Fifty Eight Thousand Six Hundred Twenty Six only

Prepared By M. Rahman 16.10.25
Checked By [Signature] 16.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed by [Signature] 16.10.25
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 258,626 ☐ Received From/ ☐ Paid To Shakti Foundation

Two Lakh Fifty Eight Thousand Six Hundred Twenty Six only

Receiver's Name:

Signature & Date:

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

13204

02. Account Holder Name:

Md. Shafiqul Islam

03. Bank Account No:

175-158-0083192

04. Bank Name:

Dutch-Bangla Bank

05. Bank Branch Name:

Gcobindaganj

06. Employee Mobile No:

01723207697

07. Employee Name & Signature:

Md. Shafiqul Islam


Md. Shafiqul Islam
Accountant-13204
SHAKTI-Foundation.

Verified By Supervisor's

Name (BM): Md. Ayub Hossain

EIN: 09343


Signature: 

Date: 03.07.25

Verified By Supervisor's

Name (AS): MD. Samuwan Hossain

EIN: 04148

Signature: 

Date: 03.07.25