

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

Reference: Shakti/ Finance /Treasury/EFS/2025/400

Date:07-09-2025

**Employee Information**

Employee Name:	Md. Mizanur Rahman	Separation Effective Date:	07-May-25
Employee ID:	20569	Length of Service:	1 years 3 Months 22 Days
Post Name:	Branch Manager	Salary paid up to:	31-Mar-25
Branch / Department:	Swarupkathi Pirojpur	Separation Type:	Resignation
Branch / Department Code	0382	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	15-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Apr-2025	Contact Number	01761561057
Last Working Day	6-May-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	40,000	36	47,742
<b>A.Total salary Dues</b>			<b>47,742</b>

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

Additional Payment	Amount
Leave Encashment	
TA & DA / Field trips	
DSA	15,355
Motor Cycle Allowance	
Ancholik Allowance	
Baishakhi Allowance	
Due Distance Allowance	3,200
Security Deposit	
Security Deposit Interest	
Over Time ( March & April,2025)	
<b>C.Total Additional Payment</b>	<b>18,555</b>

Deductions	Amount (S)
Financial Misappropriation	
Motorcycle Loan	
Mobile Phone Handset Loan	
Mobile Phone Subsidy	8,778
Security Deposit	1,446
Security Deposit Interest	
One Month Salary	
Abashon Rent	
Income Tax	
<b>D.Total Deduction</b>	<b>250</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>10,474</b>
<b>Provident Fund</b>	<b>55,823</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	14,400	PF Loan (Principal)	
Organization Contribution		PF Loan (Interest)	
Profit on Employees Contribution	788		
Profit on Organization Contribution			
<b>Total</b>	<b>(15,188)</b>	<b>Total PF Payable</b>	

<b>Total Salary &amp; Others (E)</b>	<b>55,823</b>
<b>Total Provident Fund</b>	<b>15,188</b>
<b>Total End of Service Benefit</b>	<b>71,011</b>
Seventy One Thousand Eleven Taka Only.	

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

<p>Prepared By: <i>M Rahman</i> 08.09.25</p> <p>Checked By: <i>[Signature]</i> 08.09.25</p>	<p>Received By: <i>[Signature]</i> 08.09.25</p> <p>Director</p>	<p>Approved By: <i>[Signature]</i></p> <p>Internal Audit and Legal Department Shakti Foundation For Disadvantaged Women</p>
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<p><b>Employee Acknowledgement</b></p> <p>BDT 71,011 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation</p> <p>In Words: Seventy One Thousand Eleven Taka Only.</p>	<p>Signature &amp; Date:</p>
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checked by  
*[Signature]*



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

20569

02. Account Holder Name:

০১: মিঃ মিজানুর রহমান

03. Bank Account No:

28 2158 00 33230

04. Bank Name:

Dutch - Bangla Bank Limited

05. Bank Branch Name:

Bhola Branch

06. Employee Mobile No:

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07. Employee Name & Signature:

Mizan

Md. Mizanur Rahman  
EIN 20569  
Branch manager  
Shakti Foundation

## Verified By Supervisor's

Name (BM): Geeredas Shil

EIN: 12324


Signature: 

Date: 26.05.25

## Verified By Supervisor's

Name (AS): Md. Ruhul Amin

EIN: 13594

Signature: 

Date: 17.05.2025