

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

Reference: Shakti/ Finance /Treasury/EFS/2025/494

Date:26-10-2025

**Employee Information**

Employee Name:	Md. Juyel Rana	Separation Effective Date:	04/Aug/25
Employee ID:	21416	Length of Service:	0 years 10 Months 13 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Mirzapur Tangail	Separation Type:	Resignation
Branch / Department Code	0327	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	22-Sep-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01784168813
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,226
<b>A.Total salary Dues</b>			<b>25,226</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	2,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	681
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,375</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	681
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>16,281</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>28,320</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	4,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	105		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>4,705</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	28,320
<b>Total Provident Fund</b>	4,705
<b>Total End of Service Benefit</b>	<b>33,025</b>

Thirty Three Thousand Twenty Five Taka Only.

Prepared By [Signature] 26.10.25  
Checked By [Signature] 26.10.25

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

Reviewed By [Signature] Director

[Signature]  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 33,025	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name:
Thirty Three Thousand Twenty Five Taka Only.			Signature & Date:

checked by  
[Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

21416

02. Account Holder Name:

MD. Juyel Rana

03. Bank Account No:

1491580082325

04. Bank Name:

Dutch-Bangla Bank

05. Bank Branch Name:

Manikant

06. Employee Mobile No:

01784-168813

07. Employee Name & Signature:

MD. Juyel Rana  
03/08/25

Verified By Supervisor's

Name (BM): Md. Kawsar Ali

EIN: 08572

Signature: 

Date: 03-08-25

Verified By Supervisor's

Name (AS): 

EIN:

Signature:

Date:

A.K.M Harun-Or-Rashid  
Area Supervisor  
Shakti Foundation  
Mirzapur Area, Tangail.

03.08.2025