

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

Reference: Shakti/ Finance /Treasury/EFS/2025/419  
Employee Information

Date:15-09-2025

Employee Name:	Md. Mizanur Rahman	Separation Effective Date:	25/Mar/25
Employee ID:	20089	Length of Service:	1 years 5 Months 23 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Chakaria Coxs bazar	Separation Type:	Resignation
Branch / Department Code	0149	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	30-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	24-Feb-2025	Contact Number	01916339662
Last Working Day	24-Mar-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	52	40,806
<b>A.Total salary Dues</b>			<b>40,806</b>

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

Additional Payment	Amount
Leave Encashment	3,833
TA & DA / Field trips	3,548
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	2,661
Shurakkha Bhata	-
Due Distance Allowance	2,500
Security Deposit	15,000
Security Deposit Interest	1,555
One month salary	-
<b>C.Total Additional Payment</b>	<b>29,097</b>

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	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>69,303</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	10,120	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	785		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>10,905</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>69,303</b>
<b>Total Provident Fund</b>	<b>10,905</b>
<b>Total End of Service Benefit</b>	<b>80,208</b>
Eighty Thousand Two Hundred Eight Taka Only.	

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

*[Signature]*  
15.09.25  
Prepared By

*[Signature]*  
15.09.25  
Checked By

*[Signature]*  
14/9/25  
Reviewed By  
Kamrul Hossain  
Director

*[Signature]*  
15.09.25  
Approved By  
Head of Office

Employee Acknowledgement	
BDT 80,208 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: Signature & Date:
In Words: Eighty Thousand Two Hundred Eight Taka Only.	

checked by  
*[Signature]*

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

20089

02. Account Holder Name:

MD. MIZANUR RAHMAN

03. Bank Account No:

1058904490001

04. Bank Name:

Brac Bank

05. Bank Branch Name:

Jessore

06. Employee Mobile No:

01916 339662

07. Employee Name & Signature:

MD. MIZANUR RAHMAN  
[Signature]

## Verified By Supervisor's

Name (BM):

EIN: 08239

Signature:

[Signature]

Date:

MD. Ramzan Ali  
Branch Manager  
SHAKTI FOUNDATION

## Verified By Supervisor's

Name (AS):

EIN: 01916

Signature:

Date:

[Signature]  
Md. Anwar Karim  
Area Supervisor (Ein- 01916)  
Shakti Foundation  
Chakaria Area