

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/482

Date:22-10-2025

Employee Information

Employee Name:	Rupak Kumar Das	Separation Effective Date:	05-Jun-25
Employee ID:	20867	Length of Service:	1 years 1 Months 15 Days
Post Name:	Accountant	Salary paid up to:	30-Apr-25
Branch / Department:	Boalmari, Faridpur	Separation Type:	Resignation
Branch / Department Code	0554	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-May-2025	Contact Number	01723929701
Last Working Day	4-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	35	23,329
A.Total salary Dues			23,329

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	1,944
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	993
C.Total Additional Payment	17,937

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	41,266

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	366		-
Profit on Organization Contribution	-		-
Total	8,046	Total PF Payable	-

Total Salary & Others (E)	41,266
Total Provident Fund	8,046
Total End of Service Benefit	49,312

Forty Nine Thousand Three Hundred Twelve Taka Only

Prepared By *M. Rahman* 22/10/25
Checked By *Ravindra* 22/10/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By *Kamrul Hasan*
Director

Approved By *Md. Abdul Halim*
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 49,312 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Forty Nine Thousand Three Hundred Twelve Taka Only.

Receiver's Name: _____
Signature & Date: _____

checked by
AMH

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20867

02. Account Holder Name:

Rupak Kumar Das

03. Bank Account No:

1201580075731

04. Bank Name:

Dutch Bangla Bank PLC

05. Bank Branch Name:

Khulna Sadar Branch

06. Employee Mobile No:

01723 929701

07. Employee Name & Signature:

Rupak Kumar Das - 
2.6.25

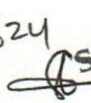
Verified By Supervisor's

Name (BM):

Shafiqul Islam

EIN: 04624

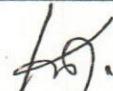
Signature:

 Shafiqul Islam
EIN NO-04624
Branch Manager
Shakti Foundation

Date: 02-06-2025

Verified By Supervisor's

Name (AS):



EIN:

02-06-2025
MD. HARUN-AR-RASHID

Signature:

Area Supervisor EIN-05879
Shakti Microfinance Program.

Date: