

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/442

Date:29-09-2025

Employee Information

Employee Name:	Md. Moklesur Rahman	Separation Effective Date:	11/Apr/25
Employee ID:	21453	Length of Service:	0 years 6 Months 14 Days
Post Name:	Microfinance Officer	Salary paid up to:	28-Feb-25
Branch / Department:	Sherpur Bogura	Separation Type:	Resignation
Branch / Department Code	0195	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Sep-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Mar-2025	Contact Number	01757014995
Last Working Day	10-Apr-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	41	30,667
A.Total salary Dues			30,667

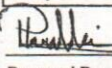
Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

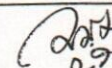
Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,667
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	681
Over Time (March & April,2025)	-
C.Total Additional Payment	18,348

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	-
D.Total Deduction	16,281
E.Total Payable / Receivable (A+B+C-D)	32,734

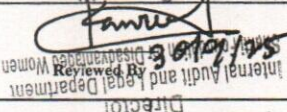
Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

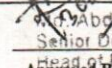
Total Salary & Others (E)	32,734
Total Provident Fund	-
Total End of Service Benefit	32,734
Thirty Two Thousand Seven Hundred Thirty Four	

Prepared By  29.09.25

Checked By  29.09.25

Process and Calculation
is Audited based on
supporting documents



Approved By  29.09.25

Receiver's Name: Kamini Hasan

Signature & Date:

Employee Acknowledgement

BDT 32,734 ☐ Received From/ ☐ Paid To Shakti Foundation

Thirty Two Thousand Seven Hundred Thirty Four

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21453

02. Account Holder Name:

MD. MOKLESUR RAHMAN

03. Bank Account No:

1071260029969

04. Bank Name:

Eastern Bank PLC.

05. Bank Branch Name:

Bogura

06. Employee Mobile No:

01757-014995

07. Employee Name & Signature:

MD. MOKLESUR RAHMAN

Moklesur Rahman

Verified By Supervisor's

Name (BM): Md. Safiur Rahman

EIN: 11760

Signature: *[Signature]*

Date: 13.04.25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

[Signature]
13.04.25

Aktaruzzaman
EIN-01760
Area Supervisor
Shahid Foundation