

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

Reference: Shakti/ Finance /Treasury/EFS/2025/652

Date:02-11-2025

Employee Information

Employee Name:	Shohanur Rahman	Separation Effective Date:	16-Jul-25
Employee ID:	20871	Length of Service:	1 years 2 Months 25 Days
Post Name:	Accountant	Salary paid up to:	31-May-25
Branch / Department:	Dholaipar Dhaka	Separation Type:	Resignation
Branch / Department Code	0043	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Jun-2025	Contact Number	01745698140
Last Working Day	15-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	44	34,813
A.Total salary Dues			34,813

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,901
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	1,500
Security Deposit Interest	15,000
Over Time (March & April,2025)	933
C.Total Additional Payment	20,334

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	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	54,547

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,720	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	252		-
Profit on Organization Contribution	-		-
Total	6,972	Total PF Payable	-

Total Salary & Others (E)	54,547
Total Provident Fund	6,972
Total End of Service Benefit	61,519
Sixty One Thousand Five Hundred Nineteen only	

Prepared By R. Rahman 05.11.25
Checked By [Signature] 05.11.25

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

Reviewed By Kathir Ganesan
Director

Wt. Abdul Wahid
S. Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women
Approved By

Employee Acknowledgement

BDT 61,519	Received From/	Paid To Shakti Foundation	Signature & Date:
Sixty One Thousand Five Hundred Nineteen only			

checked by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

20871

02. Account Holder Name:

Shohanur Rahman

03. Bank Account No:

006312100005789

04. Bank Name:

Southeast Bank PLC

05. Bank Branch Name:


Dinajpur Branch (205280670)

06. Employee Mobile No:

01745-698140

07. Employee Name & Signature:

Shohanur Rahman


14.7.25

Verified By Supervisor's

Name (BM): Md. Khairul Alam

EIN: 09983

Signature: 

Date: 14.07.25

Verified By Supervisor's

Name (AS): Md. Sohul Rana

EIN: 13236

Signature: 

Date: 15.07.25