

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/532

Date:25-10-2025

Employee Information

Employee Name:	Rayhan	Separation Effective Date:	04-Aug-25
Employee ID:	21081	Length of Service:	1 years 2 Months 2 Days
Post Name:	Ambulance Driver	Salary paid up to:	30-Jun-25
Branch / Department:	Mawna Gazipur	Separation Type:	Resignation
Branch / Department Code	4102	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 1 Days
Date of joining:	2-Jun-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01406308542
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,968	30	16998
A.Total salary Dues			16,998

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	-

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)	16,998

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)	16,998
Total Provident Fund	-
Total End of Service Benefit	16,998

In Words: Sixteen Thousand Nine Hundred Ninety Eight Taka Only.

Prepared By M. Rahman 25.10.25
Checked By [Signature] 25.10.25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By [Signature] 24/10/2025

[Signature]
Mr. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 16,998	Received From/	Paid To Shakti Foundation	Signature & Date:
In Words: Sixteen Thousand Nine Hundred Ninety Eight Taka Only.			

Checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

21081

02. Account Holder Name:

RAYHAN

03. Bank Account No:

0220276829851

04. Bank Name:

IFIC

05. Bank Branch Name:

Mawna

06. Employee Mobile No:

01406308542

07. Employee Name & Signature:

Rayhan

Verified By Supervisor's

Name (BM): Most Adurikhatun.

EIN: 19369

Signature: 

Date: 04.08.23

Verified By Supervisor's

Name (AS): ^{21C} Md. Faruque Hossain.

EIN: 21335

Signature: 

Date: 04.08.2025