

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

Reference: Shakti/ Finance /Treasury/EFS/2025/613

Date:30-10-2025

**Employee Information**

Employee Name:	Md. Robiul Islam	Separation Effective Date:	13/Sep/24
Employee ID:	19630	Length of Service:	1 years 3 Months 23 Days
Post Name:	Accountant	Salary paid up to:	31-Aug-24
Branch / Department:	Mirzapur Tangail	Separation Type:	Resignation
Branch / Department Code	0327	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 5 Days
Date of joining:	21-May-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Sep-2024	Contact Number	01722886968
Last Working Day	12-Sep-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	12	9,600
<b>A.Total salary Dues</b>			9,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	800
DSA	-
One month Salary	24,000
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	972
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	42,272

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	9,724
Security Deposit	3,499
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	24,000
Income Tax	-
<b>D.Total Deduction</b>	37,223
<b>E.Total Payable / Receivable (A+B+C-D)</b>	14,649

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,640	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	477		-
Profit on Organization Contribution	-		-
<b>Total</b>	9,117	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	14,649
<b>Total Provident Fund</b>	9,117
<b>Total End of Service Benefit</b>	23,766
Twenty Three Thousand Seven Hundred Sixty Six Taka Only.	

Prepared By Rubia 30.10.25  
Checked By 30.10.25

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

Reviewed By Kamrul Hasan  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By Md. Robiul Islam  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 23,766 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Three Thousand Seven Hundred Sixty Six Taka Only.

checked by  
4404



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

19630

02. Account Holder Name:

Md. Robiul Islam

03. Bank Account No:

1065385150001

04. Bank Name:

Brac Bank

05. Bank Branch Name:

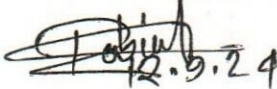
Mirzapur, Tangail

06. Employee Mobile No:

01722-886968

07. Employee Name & Signature:


Md. Robiul Islam

  
12.09.24

Verified By Supervisor's

Name (BM): Md. Kawsar Ali

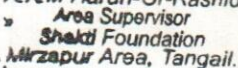
EIN: 08572

Signature:   
Date: 12-09-24

Verified By Supervisor's

Name (AS):   
16415

EIN: A.K.M Harun-Or-Rashid  
Area Supervisor  
Shakti Foundation  
Mirzapur Area, Tangail.

Signature:   
Date: 12.09.24