

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

Reference: Shakti/ Finance /Treasury/EFS/2025/383

Date:10-09-2025

**Employee Information**

Employee Name:	Aunish Kummer Shill	Separation Effective Date:	05-Jun-25
Employee ID:	14406	Length of Service:	5 years 6 Months 12 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Apr-25
Branch / Department:	Shahmakh dum Rajshahi	Separation Type:	Resignation
Branch / Department Code	60010066	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	24-Nov-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-May-2025	Contact Number	01761607122
Last Working Day	4-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	29,322	35	33,232
<b>A.Total salary Dues</b>			<b>33,232</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,729	6	1	70,374
<b>B.Total Gratuity Dues</b>				<b>70,374</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,956</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>123,562</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	51,300	PF Loan (Principal)	-
Organization Contribution	51,300	PF Loan (Interest)	-
Profit on Employees Contribution	9,642		-
Profit on Organization Contribution	9,642		-
<b>Total</b>	<b>121,884</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	123,562
<b>Total Provident Fund</b>	121,884
<b>Total End of Service Benefit</b>	<b>245,446</b>

Two Lac Forty Five Thousand Four Hundred Forty Six Taka Only.

Prepared By M. Rahman 10.09.25  
Checked By [Signature] 10.09.25

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

Reviewed By [Signature] 10.09.25

Md. Abdul Haqim  
Senior Director  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Approved By

**Employee Acknowledgement**

BDT 245,446 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Two Lac Forty Five Thousand Four Hundred Forty Six Taka Only.

Receiver's Name:

Signature & Date:

checked by  
[Signature]

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

14406

02. Account Holder Name:

Aunish Kummer Shill

03. Bank Account No:

2111030285792

04. Bank Name:

Dutch Bangla Bank 1

05. Bank Branch Name:

Pallabi Branch

06. Employee Mobile No:

01761607122

07. Employee Name & Signature:

Aunish Kummer Shill

Verified By Supervisor's

Name (BM): Md. Shah alam

EIN: 11770

Signature:

Date:

Md. Shah Alam  
Branch Manager  
EIN: 11770

Verified By Supervisor's

Name (AS): Md. Alomgir Hossain

EIN: 04787

Signature:

Date: 08-05-25