

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

Reference: Shakti/ Finance /Treasury/EFS/2025/503

Date:23-09-2025

Employee Information

Employee Name:	Md. Habibur Rahaman	Separation Effective Date:	06-Jan-25
Employee ID:	20525	Length of Service:	0 years 11 Months 23 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Dec-24
Branch / Department:	Sadar Gopalgonj	Separation Type:	No Longer in Service
Branch / Department Code	0202	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 6 Days
Date of joining:	14-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01643452829
Last Working Day	5-Jan-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	2	1,484
A.Total salary Dues			1,484

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

Additional Payment	Amount
Leave Encashment	3,833
TA & DA / Field trips	129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	375
Over Time (March & April,2025)	-
C.Total Additional Payment	19,337

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	7,780
Mobile Phone Subsidy	3,499
Security Deposit	15,000
Security Deposit Interest	375
One Month Salary	23,000
Abashon Rent	300
Income Tax	-
D.Total Deduction	49,954
E.Total Payable / Receivable (A+B+C-D)	(29,133)

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	155		-
Profit on Organization Contribution	-		-
Total	6,595	Total PF Payable	-

Total Salary & Others (E)	(29,133)
Total Provident Fund	6,595
Total End of Service Benefit	(22,538)

In Words: Twenty Two Thousand Five Hundred Thirty Eight Taka Only.

Prepared By Md. Habibur Rahaman 23.09.25
Checked By Md. Kamur Hasan 24.09.25

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

Reviewed By Md. Kamur Hasan
Director

Approved By Md. Habibur Rahaman
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT (22,538) ☐ received From/ ☐ paid To Shakti Foundation

Internal Audit and Legal Department
Receiver's Name:
Signature & Date:

In Words: Twenty Two Thousand Five Hundred Thirty Eight Taka Only.

checked by Md. Kamur Hasan

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20820

02. Account Holder Name:

MD. HABIBUR RAHAMAN

03. Bank Account No:

2661580078535

04. Bank Name:

Dutch - Bangla Bank, limited

05. Bank Branch Name:

Gopalganj Branch

06. Employee Mobile No:

01643452829

07. Employee Name & Signature:


MD. Habibur Rahman

12.5.15

Verified By Supervisor's

Name (BM): Md. Mohashin

EIN: 09703

Signature: 

Date: 12.03.25

Md. Mohashin
Branch Manager
EIN-09703

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:


Md. Manirujjaman
EIN: 01164
Area Supervisor
Shakti Foundation.

11-03-25