

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

Reference: Shakti/ Finance /Treasury/EFS/2025/444

Date:29-09-2025

**Employee Information**

Employee Name:	Abdulla Almamun	Separation Effective Date:	04/Aug/25
Employee ID:	13857	Length of Service:	6 years 0 Months 14 Days
Post Name:	Senior Accountant	Salary paid up to:	30-Jun-25
Branch / Department:	Kaliakair Gazipur	Separation Type:	Resignation
Branch / Department Code	0157	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	21-Jul-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01768470031
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	31,450	34	34,494
<b>A.Total salary Dues</b>			<b>34,494</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,580	6	1	75,480
<b>B.Total Gratuity Dues</b>				<b>75,480</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,194
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>19,883</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	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>129,257</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	59,556	PF Loan (Principal)	-
Organization Contribution	59,556	PF Loan (Interest)	-
Profit on Employees Contribution	11,116		-
Profit on Organization Contribution	11,115		-
<b>Total</b>	<b>141,343</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	129,257
<b>Total Provident Fund</b>	141,343
<b>Total End of Service Benefit</b>	<b>270,600</b>
Two Lakh Seventy Thousand Six Hundred	

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

Prepared By [Signature] 29-09-25  
Checked By [Signature] 29-09-25

Reviewed By [Signature] 30/9/25  
Kamrul Hasan  
Director

[Signature]  
Md. Abul Hossain  
Senior Director &  
Approved By  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	
BDT 270,600	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
Two Lakh Seventy Thousand Six Hundred	Signature & Date:

checked by  
[Signature]

# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

13857

02. Account Holder Name:

Abdulla Almamun

03. Bank Account No:

211103263840

04. Bank Name:

Dutch-Bangla Bank Ltd.

05. Bank Branch Name:

Pallabi, Dhaka (090263581)

06. Employee Mobile No:

01768470031

07. Employee Name & Signature: Abdulla al mamun

### Verified By Supervisor's

Name (BM): Kamal Hossain

EIN:

05563

Signature:

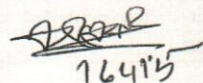


Date:

Kamal Hossain  
Branch Manager  
EIN-05563  
Shakti Foundation

### Verified By Supervisor's

Name (AS):

  
16415

EIN:

A.K.M Harun-Or-Rashid  
Area Supervisor

Signature: Shakti Foundation  
Mirzapur Area, Tangail.

Date: