

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

Reference: Shakti/ Finance /Treasury/EFS/2026/73

Date:05-04-2026

Employee Information

| | | | |
|--------------------------------------|------------------|---------------------------------|--------------------------|
| Employee Name: | Latifur Rahman | Separation Effective Date: | 29-Oct-25 |
| Employee ID: | 16587 | Length of Service: | 4 years 0 Months 12 Days |
| Post Name: | Accountant | Salary paid up to: | 31-Jul-25 |
| Branch / Department: | Konabari Gazipur | Separation Type: | Dismissal |
| Branch / Department Code | 0314 | Notice Period: | 0 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Month |
| Date of joining: | 17-Oct-2021 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Aug-2022 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | | Contact Number | 01729315302 |
| Last Working Day (As Per Attendance) | 28-Oct-2025 | Email ID : | |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 27,410 | 89 | 60,337 |
| A.Total salary Dues | | | 60,337 |

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

| Additional Payment | Amount |
|-----------------------------------|--------------|
| One Month Additional Salary | - |
| TA & DA / Field trips | 3,000 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Distance Allowance | 2,000 |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | - |
| C.Total Additional Payment | 5,000 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Bicycle Loan | - |
| Mobile Phone Handset Loan | 12,635 |
| Mobile Phone Subsidy | 52 |
| Security Deposit | - |
| Security Deposit Interest | - |
| UnSettled Staff Advance | 41,500 |
| Abashon Rent | - |
| Income Tax | - |
| D.Total Deduction | 54,187 |
| E.Total Payable / Receivable (A+B+C-D) | 11,150 |

| Provident Fund | |
|-------------------------------------|------------------|
| Particular (S) | Amount (S) |
| Employees Contribution | 35,724 |
| Organization Contribution | 35,724 |
| Profit on Employees Contribution | 5,391 |
| Profit on Organization Contribution | 5,391 |
| Total | 82,230 |
| Particular (S) | Amount (S) |
| PF Loan (Principal) | 14,169.00 |
| PF Loan (Interest) | 832.00 |
| Total PF Payable | 15,001.00 |

| | |
|-------------------------------------|---------------|
| Total Salary & Others (E) | 11,150 |
| Total Provident Fund | 67,229 |
| Total End of Service Benefit | 78,379 |

In Words: Seventy Eight Thousand Three Hundred Seventy Nine Taka Only.

Process and Calculation
is Audited based on
supporting documents

Prepared By: *M. Rahman* 05.04.26
Checked By: *[Signature]* 05.04.26

Md. Anwarul Hoque
Deputy General Coordinator
Assistant Audit & Accounts Department
Shakti Foundation for Disadvantaged Women

Approved: *[Signature]*
Md. Abdur Rahim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

| Employee Acknowledgement | |
|--------------------------|--|
| BDT 78,379 | Received From/ Paid To Shakti Foundation |
| Signature & Date: | |

In Words: Seventy Eight Thousand Three Hundred Seventy Nine Taka Only.

checked by
[Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

16587

02. Account Holder Name:

LATIFUR RAHMAN

03. Bank Account No:

1305104988191001

04. Bank Name:

BRAC BANK

05. Bank Branch Name:

CHANDINA BRANCH

06. Employee Mobile No:

01729315302

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Golam Rabbani

EIN: 16941

Signature: 

Date: 15.01.2026

Md. Golam Rabbane-16941
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Al Amin

EIN: 02066

Signature: 

Date: 18-01-2026

Md. Al Amin (02066)
Area Supervisor
Mouchak, Gazipur (3028)
Shakti Foundation