

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

Reference: Shakti/ Finance /Treasury/EFS/2025/604

Date:29-10-2025

Employee Information

| | | | |
|-----------------------------|------------------------|---------------------------------|--------------------------|
| Employee Name: | Md. Abdur Rahim Molla | Separation Effective Date: | 20-Dec-22 |
| Employee ID: | 15830 | Length of Service: | 1 years 8 Months 17 Days |
| Post Name: | Branch Manager | Salary paid up to: | 30-Nov-22 |
| Branch / Department: | Bhojeshwar, Shariatpur | Separation Type: | Resignation |
| Branch / Department Code | 0515 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Months 16 Days |
| Date of joining: | 3-Apr-2021 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Oct-2021 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 4-Dec-2022 | Contact Number | 01739288374 |
| Last Working Day | 19-Dec-2022 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 36,500 | 17 | 20,016 |
| A.Total salary Dues | | | 20,016 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 2,029 |
| Snacks Allowance | 110 |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| One Month Salary | 36,500 |
| Due Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 38,639 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | 36,500 |
| Abashon Rent | - |
| Income Tax | 250 |
| D.Total Deduction | 36,750 |
| E.Total Payable / Receivable (A+B+C-D) | 21,905 |

| Provident Fund | | | |
|-------------------------------------|---------------|-------------------------|------------|
| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
| Employees Contribution | 17,302 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 857 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 18,159 | Total PF Payable | - |

| | |
|--------------------------------------|---------------|
| Total Salary & Others (E) | 21,905 |
| Total Provident Fund | 18,159 |
| Total End of Service Benefit | 40,064 |
| Forty Thousand Sixty Four only | |

Prepared By M. Rahman 29.10.25
Checked By [Signature] 29.10.25

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

Reviewed By [Signature] 30.10.2025
Kamrul Hasan

Approved By [Signature]
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

| Employee Acknowledgement | | Receiver's Name: | |
|--------------------------------|---|--|-------------------|
| BDT 40,064 | <input type="checkbox"/> Received From/ | <input type="checkbox"/> Paid To Shakti Foundation | Signature & Date: |
| Forty Thousand Sixty Four only | | | |

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

15830

02. Account Holder Name:

Md. Abdul Rahim Molla

03. Bank Account No:

2701030209955

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Savar, Pallibdyat, Dhaka.

06. Employee Mobile No:

01739288374.

07. Employee Name & Signature:

Md. Abdul Rahim Molla

01739288374.

Verified By Supervisor's

Name (BM):

Sujit Chakrabarty

EIN: 15789

Signature:

Sujit Chakrabarty
Area Supervisor
Shakti Foundation
44/25 Shariatour.

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: