

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/388

Date:03-09-2025

Employee Information

Employee Name:	Rashed Ahmed	Separation Effective Date:	05-Jun-25
Employee ID:	20659	Length of Service:	1 years 3 Months 20 Days
Post Name:	Accountant	Salary paid up to:	30-Apr-25
Branch / Department:	Tajpur Osmaninagar Sylhet	Separation Type:	Resignation
Branch / Department Code	0488	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	16-Feb-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-May-2025	Contact Number	01554246304
Last Working Day	4-Jun-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	24,000	35	27,200
A.Total salary Dues			27,200

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,267
DSA	-
Eid-UI-Adha Bonus	9,600
Ancholik Allowance	1,700
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	1,231
Over Time (March & April,2025)	-
C.Total Additional Payment	31,298

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	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	57,898

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,640	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	428		-
Profit on Organization Contribution	-		-
Total	9,068	Total PF Payable	-

Total Salary & Others (E)	57,898
Total Provident Fund	9,068
Total End of Service Benefit	66,966

Sixty Six Thousand Nine Hundred Sixty Six Taka Only

Prepared By M Rahman 03.09.25
Checked By [Signature] 03.09.25

Process and Calculation
is Audited based on
supporting documents

Kamruddin Hasan
Director

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Md. [Signature]
Senior Auditor &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 66,966 ☐ Received From ☐ Paid To Shakti Foundation

Signature & Date:

In Words: Sixty Six Thousand Nine Hundred Sixty Six Taka Only.

checked by
[Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20659

02. Account Holder Name:

RASHED AHMED

03. Bank Account No:

1061520001653

04. Bank Name:

Dutch-Bangla Bank Limited

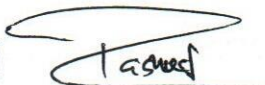
05. Bank Branch Name:

Narayanganj Branch.

06. Employee Mobile No:

01554246304

07. Employee Name & Signature:

Rashed Ahmed 

Verified By Supervisor's

Name (BM): MD. Habibur Rahman

EIN: 14812


Signature: 

Date: 4.6.25

Verified By Supervisor's

Name (AS): Md. Mainul Islam

EIN: 06003

Signature: 

Date: 04.06.25