

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

Reference: Shakti/ Finance /Treasury/EFS/2025/436

Date:24-09-2025

**Employee Information**

Employee Name:	Md. Rakibul Hossain	Separation Effective Date:	03/Jul/25
Employee ID:	18869	Length of Service:	2 years 9 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Bera Pabna	Separation Type:	Resignation
Branch / Department Code	0178	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	2-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01580914574
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	32	25,953
<b>A.Total salary Dues</b>			<b>25,953</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,649
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>22,439</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	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>48,392</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	26,265	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,704		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>28,969</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>48,392</b>
<b>Total Provident Fund</b>	<b>28,969</b>
<b>Total End of Service Benefit</b>	<b>77,361</b>
Seventy Seven Thousand Three Hundred Sixty One Taka Only.	

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

Prepared By 24-09-25 Checked By 24-09-25

Reviewed By Kamrul Hasan  
Director

Md. Abdul Malim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

<b>Employee Acknowledgement</b>	<b>Receiver's Name:</b>
BDT 77,361 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Seventy Seven Thousand Three Hundred Sixty One Taka Only.	

checked by  
MAH



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

18869

02. Account Holder Name:

Md. Rakibul Hossain

03. Bank Account No:

1053609180001

04. Bank Name:

Brac Bank

05. Bank Branch Name:

Mirpur Branch

06. Employee Mobile No:

01580-914574

07. Employee Name & Signature: Md. Rakibul Hossain



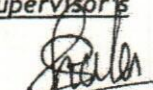
Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

  
02.07.25  
Md. Sultim Reza  
Branch Manager  
EIN: 06266  
Shakti Foundation

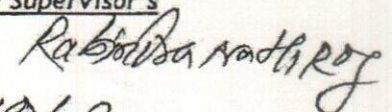

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

  
07962  
  
02.07.2025