

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

Reference: Shakti/ Finance /Treasury/EFS/2025/574

Date:11-11-2025

**Employee Information**

Employee Name:	Md. Imdadul Haque Rana	Separation Effective Date:	5-May-2024
Employee ID:	15728	Length of Service:	3 years. 1 Months 14 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Mar-24
Branch / Department:	Allardarga, Kushtia	Separation Type:	Resignation
Branch / Department Code	0552	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 10 Days
Date of joining:	21-Mar-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	25-Apr-2024	Contact Number	01721515690
Last Working Day	4-May-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,328	34	26,338
<b>A.Total salary Dues</b>			26,338

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,952
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	573
VTS Tracker	-
<b>C.Total Additional Payment</b>	16,525

Deductions	Amount (S)
Financial Misappropriation	18,200
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,328
Abashon Rent	600
Others	-
<b>D.Total Deduction</b>	42,128
<b>E.Total Payable / Receivable (A+B+C-D)</b>	735

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	23,535	PF Loan (Principal)	-
Organization Contribution	23,535	PF Loan (Interest)	-
Profit on Employees Contribution	2,289		-
Profit on Organization Contribution	2,289		-
<b>Total</b>	51,648	<b>Total PF Payable</b>	-

<b>Total Salary &amp; Others (E)</b>	735
<b>Total Provident Fund</b>	51,648
<b>Total End of Service Benefit</b>	52,383

In Words: Fifty Two Thousand Three Hundred Eighty Three Taka Only.

Prepared By: *[Signature]* 11.11.25  
Checked By: *[Signature]*

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

Reviewed By: *[Signature]* 12/11/25  
Director

Md. Anwar Hossain  
Senior Director  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 52,383 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Fifty Two Thousand Three Hundred Eighty Three Taka Only.

*checked by*  
*[Signature]*



# Employee Personal Bank Account Informaton

## Required Information

01. Employee EIN :

15728

02. Account Holder Name:

IMDADUL HAQUE RANA

03. Bank Account No:

7773205000003485

04. Bank Name:

United Commercial Bank PLC

05. Bank Branch Name:

Faridpur Branch

06. Employee Mobile No:

01721-515690

07. Employee Name & Signature: MD: Imdadul haque Rana - *Imme*

### Verified By Supervisor's

Name (BM): Md. Nakabul Alam

EIN: 02826

Signature: *(Signature)*

Date: 04.05.2024

### Verified By Supervisor's

Name (AS): Md. Faruq Ahmed

EIN: 54029

Signature: *(Signature)*

Date: 06.06.24