

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/441

Date:28-09-2025

Employee Information

Employee Name:	Md. Rafiqul Islam Rafique	Separation Effective Date:	18-Jul-2025
Employee ID:	03677	Length of Service:	15 years 3 Months 25 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Sadar Joypurhat	Separation Type:	Resignation
Branch / Department Code	0404	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	23-Mar-2010	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2010	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Jun-2025	Contact Number	01721140360
Last Working Day	17-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	31,936	47	49,449
A.Total salary Dues			49,449

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,774	15	3	574,830
B.Total Gratuity Dues				574,830

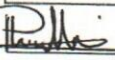
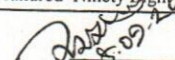

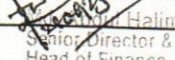
Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	6,968
Motor Cycle Allowance	-
Ancholik Allowance	-
General Incentive	-
Due Distance Allowance	2,000
Security Deposit	-
Security Deposit Interest	5,000
Over Time (March & April,2025)	896
C.Total Additional Payment	14,864

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	600
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	600
Provident Fund	638,543

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	102,726	PF Loan (Principal)	32,500.00
Organization Contribution	102,726	PF Loan (Interest)	3,192.00
Profit on Employees Contribution	64,298		-
Profit on Organization Contribution	64,297		-
Total	334,047	Total PF Payable	35,692.00

Total Salary & Others (E)	638,543
Total Provident Fund	298,355
Total End of Service Benefit	936,898
Nine Lakh Thirty Seven Thousand One Hundred Ninety Eight Only	

Process and Calculation
is Audited based on
supporting documents

Prepared By:  28-09-25
Checked By:  28-09-25
Reviewed By:  28/9/2025
Approved By:  28/9/2025

Employee Acknowledgement	Receiver's Name:
BDT 936,898 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
Nine Lakh Thirty Seven Thousand One Hundred Ninety Eight Only	

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women


Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

neekul (MOT)

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

03677

02. Account Holder Name:

MD:- Rafiqul Islam (Rafique)

03. Bank Account No:

1751510141553

04. Bank Name:

Dutch Bangla Bank Limited

05. Bank Branch Name:

Gobindogong

06. Employee Mobile No:

01721-140360

07. Employee Name & Signature:

[Signature]
Md. Rafiqul Islam
S.O.O-03677
Shakti Foundation

Verified By Supervisor's

Name (BM):

Rashedul Islam

EIN:

05855

Signature:

[Signature]

Date:

08.07.2025

Rashedul Islam
Branch Manager
Shakti Foundation
EIN-05855

Verified By Supervisor's

Name (AS):

Md. Abdul Hannan

EIN:

01659

Signature:

[Signature]

Date:

09/07/25

Md. Abdul Hannan
Area Supervisor
Shakti Foundation
EIN-01659