

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

Reference: Shakti/ Finance /Treasury/EFS/2026/93

Date:12-04-2026

Employee Information

Employee Name:	Anisur Rahman	Separation Effective Date:	04-Mar-26
Employee ID:	12221	Length of Service:	7 years 8 Months 7 Days
Post Name:	Deputy General Manager	Salary paid up to:	31-Jan-26
Branch / Department:	Internal Control and Legal Department	Separation Type:	Resignation
Branch / Department Code	20000007	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	25-Jun-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2019	Leave without Pay (Days)	04 Days
Resignation Submission Date	1-Feb-2026	Contact Number	01728832910
Last Working Day	3-Mar-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	72,000	31	78,968
A.Total salary Dues			78,968

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	28,800	8	1	230,400
B.Total Gratuity Dues				230,400

Additional Payment	Amount
Leave Encashment	12,000
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	25,161
	37,161

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Meal Subsidy	-
Income Tax	10,000
D.Total Deduction	1,140
E.Total Payable / Receivable (A+B+C-D)	11,140
Provident Fund	335,389

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	156,195	PF Loan (Principal)	-
Organization Contribution	156,195	PF Loan (Interest)	-
Profit on Employees Contribution	36,422		-
Profit on Organization Contribution	36,422		-
Total	385,234	Total PF Payable	-

Total Salary & Others (E)	335,389
Total Provident Fund	385,234
Total End of Service Benefit	720,623
In Words: Seven Lac Twenty Thousand Six Hundred Twenty Three Taka Only.	

Prepared By: *Mr. Rahman*
12-04-26

Checked By: *Mr. Md. Asifur Hoque*
12-04-26

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

Md. Asifur Hoque
Deputy General Manager
Assistant Auditor
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By: *Mr. Abul Halim*
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 720,623 Received From/ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seven Lac Twenty Thousand Six Hundred Twenty Three Taka Only.

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Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12221

02. Account Holder Name:

ANISUR RAHMAN

03. Bank Account No:

1411010096621

04. Bank Name:

Dutch Bangla Bank Ltd.

05. Bank Branch Name:

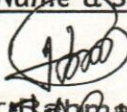
Chalk Bazar Cumilla.

06. Employee Mobile No:

01728832910

07. Employee Name & Signature:

Anisur Rahman.


Anisur Rahman
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disabled & Aged Women

Verified By Supervisor:

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: