

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

Reference: Shakti/ Finance /Treasury/EFS/2026/67

Date:04-03-2026

**Employee Information**

Employee Name:	Md. Saeed Ibn Harun	Separation Effective Date:	02-Jan-26
Employee ID:	17915	Length of Service:	3 years 6 Months 14 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-25
Branch / Department:	Nanupur Chittagong	Separation Type:	Resignation
Branch / Department Code	0483	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	19-Jun-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Dec-2025	Contact Number	01834527045
Last Working Day	1-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,966	32	29,900
<b>A.Total salary Dues</b>			<b>29,900</b>

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

Additional Payment	Amount
Leave Encashment	4,828
TA & DA / Field trips	4,065
DSA	160
Motor Cycle Allowance	-
Ancholik Allowance	3,048
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>12,101</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>41,401</b>

Shakti Foundation (Finance)  
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Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	35,619	PF Loan (Principal)	-
Organization Contribution	35,619	PF Loan (Interest)	-
Profit on Employees Contribution	4,325		-
Profit on Organization Contribution	4,325		-
<b>Total</b>	<b>79,888</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited based on  
supporting documents

<b>Total Salary &amp; Others (E)</b>	<b>41,401</b>
<b>Total Provident Fund</b>	<b>79,888</b>
<b>Total End of Service Benefit</b>	<b>121,289</b>

In Words: One Lac Twenty One Thousand Two Hundred Eighty Nine Taka Only.

Prepared By: *M. Rabbar* 04.03.26  
Checked By: *[Signature]* 04.03.26

*[Signature]*  
Md. ~~Asad~~ Hoque  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*[Signature]*  
Md. Abdul Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 121,289	received From: <input type="checkbox"/>	paid To Shakti Foundation <input type="checkbox"/>
In Words: One Lac Twenty One Thousand Two Hundred Eighty Nine Taka Only.		Signature & Date:

*checked by  
[Signature]*