

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

Reference: Shakti/ Finance /Treasury/EFS/2025/327

Date:10-03-2026

Employee Information

Employee Name:	Md. Hasan	Separation Effective Date:	05-Nov-25
Employee ID:	22753	Length of Service:	0 years 3 Months 16 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	30-Sep-25
Branch / Department:	Sibumarket-Fatullah Narayanganj	Separation Type:	Resignation
Branch / Department Code	0107	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 30 Days
Date of joining:	20-Jul-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01727198545
Last Working Day	4-Nov-2025	Payment Account :	IBBL

Salary Information	Amount	Day's	Amount
Gross	20,000	35	22,667
A.Total salary Dues			22,667

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,267

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,600
E.Total Payable / Receivable (A+B+C-D)	24,334

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total		Total PF Payable	-

Total Salary & Others (E)	24,334
Total Provident Fund	-
Total End of Service Benefit	24,334
Twenty Four Thousand Three Hundred Thirty Four only	

Prepared By H. Hasan 10.03.2026
Checked By S. S. 26 10.03.26

Reviewed By S. S. 26 10.03.26

Approved By Md. Abdul Halim
Senior Director & Head of Finance
Shakti Foundation For Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 24,334	Received From/		
	Yaid To Shakti Foundation		
Twenty Four Thousand Three Hundred Thirty Four only		Signature & Date:	

Checked by AAOT

Process and Calculation
is Audited based on
supporting documents