

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

Reference: Shakti/ Finance /Treasury/EFS/2025/350

Date:11-04-2026

Employee Information

Employee Name:	Shafikul Islam	Separation Effective Date:	23-Jan-26
Employee ID:	12789	Length of Service:	7 years 2 Months 19 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Baneshwar Rajshahi	Separation Type:	Resignation
Branch / Department Code	0238	Notice Period:-	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	4-Nov-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	23-Dec-2025	Contact Number	01793500185
Last Working Day(As per Attendance)	22-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	30,480	53	52,111
A.Total salary Dues			52,111

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,192	7	1	85,344
B.Total Gratuity Dues				85,344

Additional Payment	Amount
Leave Encashment	5,080
TA & DA / Field trips	7,694
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	13,500
Security Deposit Interest	2,419
Over Time (March & April,2025)	-
C.Total Additional Payment	28,693

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	600
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	165,548

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	58,433	PF Loan (Principal)	-
Organization Contribution	58,433	PF Loan (Interest)	-
Profit on Employees Contribution	13,567		-
Profit on Organization Contribution	13,566		-
Total	143,999	Total PF Payable	-

Total Salary & Others (E)	165,548
Total Provident Fund	143,999
Total End of Service Benefit	309,547

Prepared By M. Rahman 11.04.2026
Checked By [Signature] 11.04.26

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

Employee Acknowledgement

BDT 309,547 received From/ paid To Shakti Foundation for Disadvantaged Women
Three Lakh Nine Thousand Five Hundred Forty Seven only

Md. Anwarul Haque
Deputy General Manager
Assistant Audit Coordinator
Assisting Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Md. Anwarul Haque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Receiver's Name:
Signature & Date:

Checked by [Signature]

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12789

02. Account Holder Name:

Shafikul Islam

03. Bank Account No:

1071062180001

04. Bank Name:

BRAE BANK LTD

05. Bank Branch Name:

BANESWAR SUB BRANCH

06. Employee Mobile No:

01793500185

শাফিকুল ইসলাম
আপস্বাক্ষর

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM):

MD. SHAMIM REZA

EIN:

08252

Signature:



Date:

15-01-26

Verified By Supervisor's

Name (AS):

MD. AKTAR ALI

EIN:

13388

Signature:



Date:

15.01.26