

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

Reference: Shakti/ Finance /Treasury/EFS/2025/402

Date:18-05-2026

Employee Information

Employee Name:	Md. Sohag Ali	Separation Effective Date:	02/Jan/26
Employee ID:	17153	Length of Service:	3 years 11 Months 10 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-25
Branch / Department:	Atwari Panchagarh	Separation Type:	Resignation
Branch / Department Code	0608	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	23-Jan-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Dec-2025	Contact Number	01737423977
Last Working Day(As per Attendance)	1-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	29,592	32	30,547
A.Total salary Dues			30,547

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

Additional Payment	Amount
Leave Encashment	4,932
TA & DA / Field trips	2,065
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	6,997

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)	36,944

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	40,676	PF Loan (Principal)	-
Organization Contribution	40,676	PF Loan (Interest)	-
Profit on Employees Contribution	5,520		-
Profit on Organization Contribution	5,521		-
Total	92,393	Total PF Payable	-

Total Salary & Others (E)	36,944
Total Provident Fund	92,393
Total End of Service Benefit	129,337

One Lakh Twenty Nine Thousand Three Hundred Thirty Seven only

Process and Calculation
is based on
supporting documents

Prepared By 1805-26 Checked By 1805-26

Reviewed By 1805-26

Approved by
Md. Shahid Ali
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 129,337 ☐ Received From/ ☐ Paid To Shakti Foundation
One Lakh Twenty Nine Thousand Three Hundred Thirty Seven only

Signature & Date:

checked by 1805-26