

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

Reference: Shakti/ Finance /Treasury/EFS/2025/244

Date: 09-02-25

Employee Information

Employee Name:	Thuhidul Alam Majumder	Separation Effective Date:	08-Jan-26
Employee ID:	10260	Length of Service:	8 years 8 Months 1 Days
Post Name:	Deputy General Manager	Salary paid up to:	30-Nov-25
Branch / Department:	HR	Separation Type:	Resignation
Branch / Department Code	20000002	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	7-May-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01758777493
Last Working Day	7-Jan-2026	Payment Account :	salay

Salary Information	Amount	Day's	Amount
Gross	73,672	38	90,308
A.Total salary Dues			90,308

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	29,469	9	1	265,221
B.Total Gratuity Dues				265,221

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
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	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
Meal Subsidy	225
Abashon Rent	-
Income Tax	726
D.Total Deduction	951
E.Total Payable / Receivable (A+B+C-D)	354,578

Shakti Foundation (Finance)
16 FEB 2025

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	171,781	PF Loan (Principal)	-
Organization Contribution	171,781	PF Loan (Interest)	-
Profit on Employees Contribution	43,659		-
Profit on Organization Contribution	43,659		-
Total	430,880	Total PF Payable	-

Total Salary & Others (E)	354,578
Total Provident Fund	430,880
Total End of Service Benefit	785,458
Seven Lac Eighty Five Thousand Four Hundred Fifty Eight Taka Only.	

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

Prepared By Thuhidul 09-02-26

Checked By [Signature] 09-02-26

Md. Anwar Hossain
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:
BDT 785,458 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Seven Lac Eighty Five Thousand Four Hundred Fifty Eight Taka Only.	

Checked by [Signature]