

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/501

Date:23-06-2026

Employee Information

Employee Name:	Md. Monirul Islam	Separation Effective Date:	28-Jan-26
Employee ID:	15117	Length of Service:	5 years 3 Months 3 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Barobazar Jhenaidah	Separation Type:	Resignation
Branch / Department Code	0401	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	25-Oct-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	27-Dec-2025	Contact Number	01726604174
Last Working Day(As per Attendance)	27-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	26,693	58	49,942
A.Total salary Dues			49,942

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,678	5	1	53,390
B.Total Gratuity Dues				53,390

Additional Payment	Amount
Leave Encashment	4,449
TA & DA / Field trips	8,419
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	27,769

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	131,101



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	46,847	PF Loan (Principal)	-
Organization Contribution	46,847	PF Loan (Interest)	-
Profit on Employees Contribution	8,243		-
Profit on Organization Contribution	8,243		-
Total	110,180	Total PF Payable	-

Total Salary & Others (E)	131,101
Total Provident Fund	110,180
Total End of Service Benefit	241,281
Two Lakh Forty One Thousand Two Hundred Eighty One only	

Process and Calculation
is Audited based on
supporting documents

Prepared By: [Signature] 23-06-26
 Checked By: [Signature] 23-06-26
 Approved: [Signature] 23-06-26
 Md. Shahid Ali
 Assistant General Manager
 Assistant Audit Coordinator
 Internal Audit and Legal Department
 Shakti Foundation for Disadvantaged Women

Employee Acknowledgement
 BDT 241,281 Received From: ☐ Paid To Shakti Foundation ☐
 Two Lakh Forty One Thousand Two Hundred Eighty One only
 Signature & Date:

checked by [Signature]