

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

Reference: Shakti/ Finance /Treasury/EFS/2025/287

Date: 19-02-26

**Employee Information**

Employee Name:	Azizur Rahman	Separation Effective Date:	11-Dec-25
Employee ID:	5540	Length of Service:	13 years 11 Months 23 Days
Post Name:	Branch Manager	Salary paid up to:	31-Oct-25
Branch / Department:	Jhikargacha Jashore	Separation Type:	Resignation
Branch / Department Code	0217	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	18-Dec-2011	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2016	Leave without Pay (Days)	0 Days
Resignation Submission Date	11-Nov-2025	Contact Number	01923437335
Last Working Day	10-Dec-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	40,000	40	52,903
<b>A.Total salary Dues</b>			<b>52,903</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,000	14	2	448,000
<b>B.Total Gratuity Dues</b>				<b>448,000</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	16,258
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>22,154</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>523,057</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	94,114	PF Loan (Principal)	-
Organization Contribution	94,114	PF Loan (Interest)	-
Profit on Employees Contribution	30,326		-
Profit on Organization Contribution	89,525		-
<b>Total</b>	<b>248,879</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	523,057
<b>Total Provident Fund</b>	248,879
<b>Total End of Service Benefit</b>	<b>771,936</b>

Seven Lac Seventy One Thousand Nine Hundred Thirty Six Taka Only.

Prepared By *[Signature]* 19.02.26

Checked By *[Signature]* 19.02.26

**Employee Acknowledgement**

BDT 771,936  Received From/  Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seven Lac Seventy One Thousand Nine Hundred Thirty Six Taka Only.

*checked by MDV*