

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

Reference: Shakti/ Finance /Treasury/EFS/2026/189

Date:14-06-2026

Employee Information

Employee Name:	Md. Sayful Alam	Separation Effective Date:	30-Apr-26
Employee ID:	9871	Length of Service:	9 years 4 Months 2 Days
Post Name:	Branch Manager	Salary paid up to:	31-Mar-26
Branch / Department:	Kalampur Dhaka	Separation Type:	Dismiss
Branch / Department Code	60010297	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	28-Dec-2016	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01709902798
Last Working Day (As Per Attendance)	2-Mar-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross/ Basic	18,317	29	17,706
A.Total salary Dues			17,706

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
Residential Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	4,000
Security Deposit Interest	716
One Month Salary	-
C.Total Additional Payment	4,716

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
Income Tax	417
D.Total Deduction	417
E.Total Payable / Receivable (A+B+C-D)	22,005

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	99,809	PF Loan (Principal)	-
Organization Contribution	99,809	PF Loan (Interest)	-
Profit on Employees Contribution	22,283		-
Profit on Organization Contribution	22,283		-
Total	244,184	Total PF Payable	-

Total Salary & Others (E)	22,005
Total Provident Fund	244,184
Total End of Service Benefit	266,189

In Words: Two Lac Sixty Six Thousand One Hundred Eighty Nine Taka Only.

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

Prepared By 14.06.26 Checked By 14.06.26

Reviewed By
Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Accounts Department
Shakti Foundation for Disadvantaged Women

Approved By
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BIDT 266,189 ☐ Received From/ ☐ Paid To Shakti Foundation
In Words: Two Lac Sixty Six Thousand One Hundred Eighty Nine Taka Only.

Signature & Date:

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

07692

02. Account Holder Name:

শ্রী: আরশুল আলম

03. Bank Account No:

২৬৭২০৬০০৩৮৬৮২

04. Bank Name:

জি-বাংলা ব্যাংক

05. Bank Branch Name:

মাল্লুয়া-০৭০৫৫০৫৫৭

06. Employee Mobile No:

০৩৭০৮৮০২৭৮৮

07. Employee Name & Signature: শ্রী: আরশুল আলম

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Aktaruzzaman
EIN-01736
Area Supervisor
Shakti Foundation