

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/383

Date:30-04-2026

Employee Information

Employee Name:	Mohammed Sofiquel Islam	Separation Effective Date:	06/Nov/25
Employee ID:	16937	Length of Service:	3 years 10 Months 18 Days
Post Name:	Branch Manager	Salary paid up to:	30-Sep-25
Branch / Department:	Gafargaon Mymensingh	Separation Type:	Resignation
Branch / Department Code	0345	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	19-Dec-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01740042019
Last Working Day(As per Attendance)	5-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	41,526	36	48,447
A.Total salary Dues			48,447

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	15,167
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	1,500
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	16,667

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)	65,114

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	59,031	PF Loan (Principal)	-
Organization Contribution	59,031	PF Loan (Interest)	-
Profit on Employees Contribution	8,662		-
Profit on Organization Contribution	8,661		-
Total	135,385	Total PF Payable	-

Total Salary & Others (E)	65,114
Total Provident Fund	135,385
Total End of Service Benefit	200,499

Two lakh four hundred ninety nine only

Process and Calculation
Is Audited based on
supporting documents

30-04-26

Prepared By

Checked By

Reviewed By

Approved

Employee Acknowledgement

BDT 200,499 ☐ Received From/ ☐ Paid To Shakti Foundation

Two lakh four hundred ninety nine only

Receiver's Name:

Signature & Date:

Mr. Abdul Hamid
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
AAOT

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

16937

02. Account Holder Name:

Md. Sofiqueel Islam

03. Bank Account No:

45421010 28135

04. Bank Name:

Pubali Bank Plc.

05. Bank Branch Name:

Mohangonj Urban Branch

06. Employee Mobile No:

01746042019

07. Employee Name & Signature:

~~23.~~ Md. Sofiqueel Islam

Verified By Supervisor's

Name (BM):

Mohammad Anwar Uddin

EIN: 12842

Signature:

Date:

27/11/25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: