

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

Reference: Shakti/ Finance /Treasury/EFS/2025/285

Date: 19-02-26

**Employee Information**

Employee Name:	Md. Atikur Rahman	Separation Effective Date:	01-Jan-26
Employee ID:	12076	Length of Service:	7 years 7 Months 27 Days
Post Name:	Area Supervisor	Salary paid up to:	31-Oct-25
Branch / Department:	Rajshahi Puthia	Separation Type:	Resignation
Branch / Department Code	50010073	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 6 Days
Date of joining:	5-May-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	26-Nov-2025	Contact Number	01722647083
Last Working Day	31-Dec-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	59,082	61	118,164
<b>A.Total salary Dues</b>			<b>118,164</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	23,633	8	1	189,064
<b>B.Total Gratuity Dues</b>				<b>189,064</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	10,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	10,000
Security Deposit Interest	1,792
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>21,792</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	4,535
Mobile Phone Subsidy	1,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	834
<b>D.Total Deduction</b>	<b>7,068</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>321,952</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	123,633	PF Loan (Principal)	2,500.00
Organization Contribution	123,633	PF Loan (Interest)	241.00
Profit on Employees Contribution	29,217		-
Profit on Organization Contribution	29,217		-
<b>Total</b>	<b>305,700</b>	<b>Total PF Payable</b>	<b>2,741.00</b>

Total Salary & Others (E)	321,952
Total Provident Fund	302,959
Total End of Service Benefit	624,911
Six Lac Twenty Four Thousand Nine Hundred Eleven Taka Only.	

Prepared By Md. Atikur Rahman 19.02.26  
Checked By [Signature] 19.02.26

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

**Md. Anwarul Haque**  
Deputy General Manager  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

**Employee Acknowledgement**

BDT 624,911  Received From/  Paid To Shakti Foundation

Receiver's Name:  
Signature & Date:

In Words: Six Lac Twenty Four Thousand Nine Hundred Eleven Taka Only.

Checked by [Signature]