

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/741

Date:18-12-2025

Employee Information

Employee Name:	Md. Sirazul Islam	Separation Effective Date:	09-Oct-25
Employee ID:	2298	Length of Service:	17 years 1 Months 29 Days
Post Name:	Branch Manager	Salary paid up to:	31-Aug-25
Branch / Department:	Chawkbazar Cumilla	Separation Type:	Resignation
Branch / Department Code	0111	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	10-Aug-2008	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2009	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Sep-2025	Contact Number	0191141679
Last Working Day	8-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	43,200	38	54,348
A.Total salary Dues			54,348

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	17,280	17	3	881,280
B.Total Gratuity Dues				881,280

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	15,806
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	3,000
Security Deposit	5,000
Security Deposit Interest	896
C.Total Additional Payment	24,702

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	13,627
Security Deposit	699
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	417
D.Total Deduction	14,743
E.Total Payable / Receivable (A+B+C-D)	945,587

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	151,064	PF Loan (Principal)	-
Organization Contribution	151,064	PF Loan (Interest)	-
Profit on Employees Contribution	99,596		-
Profit on Organization Contribution	99,596		-
Total	501,320	Total PF Payable	-

Total Salary & Others (E)	945,587
Total Provident Fund	501,320
Total End of Service Benefit	1,446,907

In Words: Fourteen Lac Forty Six Thousand Nine Hundred Seven Taka Only.

Prepared By: 18-12-2025

Checked By:

Reviewed By:

Approved By:

Employee Acknowledgement

BDT 1,446,907 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Fourteen Lac Forty Six Thousand Nine Hundred Seven Taka Only.

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

Md. Ataul Hossain
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Checked by
MDT