

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

Reference: Shakti/ Finance /Treasury/EFS/2026/165

Date:19-05-2026

**Employee Information**

|                                         |                      |                                 |                          |
|-----------------------------------------|----------------------|---------------------------------|--------------------------|
| Employee Name:                          | Md. Ilias Ali        | Separation Effective Date:      | 29-Mar-26                |
| Employee ID:                            | 20331                | Length of Service:              | 2 years 4 Months 10 Days |
| Post Name:                              | Microfinance Officer | Salary paid up to:              | 31-Jan-26                |
| Branch / Department:                    | Sadar Munshiganj     | Separation Type:                | Resignation              |
| Branch / Department Code                | 0035                 | Notice Period:                  | 01 Month                 |
| Employment Type:                        | Permanent            | Notice Period Completed:        | 1 Months 7 Days          |
| Date of joining:                        | 19-Nov-2023          | Annual Leave Encashment Balance | 0 Days                   |
| Date of Confirmation:                   | 1-Apr-2024           | Leave without Pay (Days)        | 0 Days                   |
| Resignation Submission Date             | 22-Feb-2026          | Contact Number                  | 01765433320              |
| Last Working Day<br>(As Per Attendance) | 28-Mar-2026          | Email ID :                      |                          |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 27,013 | 56    | 51,412        |
| <b>A.Total salary Dues</b> |        |       | <b>51,412</b> |

| Gratuity Information         | Basic | Year | No. of Gratuity | Amount   |
|------------------------------|-------|------|-----------------|----------|
| Gratuity                     | -     | -    | -               | -        |
| <b>B.Total Gratuity Dues</b> |       |      |                 | <b>-</b> |

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Leave Encashment                  | -             |
| TA & DA / Field trips             | -             |
| Residential Allowance             | 8,565         |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Distance Allowance                | -             |
| Security Deposit                  | 750           |
| Security Deposit Interest         | 15,000        |
| Other Allowance                   | 1,472         |
| <b>C.Total Additional Payment</b> | <b>25,787</b> |

| Deductions                                    | Amount (S)    |
|-----------------------------------------------|---------------|
| Financial Misappropriation                    | -             |
| Motorcycle Loan                               | -             |
| Bicycle Loan                                  | -             |
| Mobile Phone Handset Loan                     | -             |
| Mobile Phone Subsidy                          | -             |
| Security Deposit                              | -             |
| Security Deposit Interest                     | -             |
| One Month Salary                              | -             |
| Salary (Nov,2024)                             | -             |
| TA & DA / Field trips                         | -             |
| Abashaon Rent                                 | -             |
| Income Tax                                    | 600           |
| <b>D.Total Deduction</b>                      | <b>600</b>    |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>600</b>    |
| <b>Provident Fund</b>                         | <b>76,599</b> |

| Particular (S)                      | Amount (S)    | Particular (S)          | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution              | 21,241        | PF Loan (Principal)     | -          |
| Organization Contribution           | -             | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 1,446         |                         | -          |
| Profit on Organization Contribution | -             |                         | -          |
| <b>Total</b>                        | <b>22,687</b> | <b>Total PF Payable</b> | <b>-</b>   |

|                                      |               |
|--------------------------------------|---------------|
| <b>Total Salary &amp; Others (E)</b> | 76,599        |
| <b>Total Provident Fund</b>          | 22,687        |
| <b>Total End of Service Benefit</b>  | <b>99,286</b> |

In Words: Ninety Nine Thousand Two Hundred Eighty Six Taka Only.

Prepared By M. Rahman 19.05.26  
Checked By [Signature] 19.5

**Employee Acknowledgement**

BDT 99,286 received From/ paid To Shakti Foundation for Disadvantaged Women

In Words: Ninety Nine Thousand Two Hundred Eighty Six Taka Only.

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

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

Signature & Date:

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

needed by  
[Signature]