

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

Reference: Shakti/ Finance /Treasury/EFS/2025/368

Date:27-04-2026

Employee Information

Employee Name:	Md. Sonarul Islam	Separation Effective Date:	19/Feb/26
Employee ID:	10036	Length of Service:	8 years 11 Months 4 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Dec-25
Branch / Department:	Boalia Rajshahi	Separation Type:	Resignation
Branch / Department Code	0058	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	15-Mar-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2017	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Jan-2026	Contact Number	01736498708
Last Working Day(As per Attendance)	18-Feb-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	30,888	49	50,745
A.Total salary Dues			50,745

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,355	9	1	111,195
B.Total Gratuity Dues				111,195

Additional Payment	Amount
Leave Encashment	5,148
TA & DA / Field trips	7,393
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	18,437

Deductions	Amount (S)
Financial Misappropriation	-
Motoreycle 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)	180,377

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	70,642	PF Loan (Principal)	-
Organization Contribution	70,642	PF Loan (Interest)	-
Profit on Employees Contribution	19,873		-
Profit on Organization Contribution	19,873		-
Total	181,029	Total PF Payable	-

Total Salary & Others (E)	180,377
Total Provident Fund	181,029
Total End of Service Benefit	361,406
Three lakh sixty one thousand four hundred six only	

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

Prepared By Ime 27-04-26 Checked By 27.4.26

Reviewed By 29.4.26

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

Employee Acknowledgement	Receiver's Name:
BDT <u>361,406</u> ☐ Received From/ ☐ Paid To Shakti Foundation	Signature & Date:
Three lakh sixty one thousand four hundred six only	

checked by
MMT

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

10036

02. Account Holder Name:

Md. Sonarul Islam

03. Bank Account No:

1251510407858

04. Bank Name:

Dutch Bangla Bank

05. Bank Branch Name:

Bagura Branch.

06. Employee Mobile No:

01736498708

07. Employee Name & Signature: Md. Sonarul Islam



Verified By Supervisor's

Name (BM):

Rashedul Islam

EIN:

05855

Signature:



Date:

22.02.26

Verified By Supervisor's

Name (AS): Kh. Selim Hossen

EIN:

14317

Signature:



Date:

22.2.26