

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

Reference: Shakti/ Finance /Treasury/EFS/2025/605

Date:29-10-2025

Employee Information

Employee Name:	Md. Shafiqul Isalm	Separation Effective Date:	10-Sep-21
Employee ID:	12651	Length of Service:	2 years 11 Months 3 Days
Post Name:	Accountant	Salary paid up to:	31-Jul-21
Branch / Department:	Narshingapur-Ashulia Dhaka	Separation Type:	Resignation
Branch / Department Code	0220	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	7-Oct-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Aug-2021	Contact Number	01725647955
Last Working Day	9-Sep-2021	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,001	40	26,001
A.Total salary Dues			26,001

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,950
Snacks Allowance	260
Other Allowance	2,600
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	19,810

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	45,811

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	15,985	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,979		-
Profit on Organization Contribution	-		-
Total	17,964	Total PF Payable	-

Total Salary & Others (E)	45,811
Total Provident Fund	17,964
Total End of Service Benefit	63,775
Sixty Three Thousand Seven Hundred Seventy Five only	

Prepared By M. Rahman 29.10.2025 Checked By [Signature] 29.10.2025

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

Reviewed By [Signature] 30/10/2025
Director

Approved By [Signature]
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	Signature & Date:
BDT 63,775	<input type="checkbox"/> received From/	<input type="checkbox"/> Paid To Shakti Foundation	
Sixty Three Thousand Seven Hundred Seventy Five only			

