

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

Reference: Shakti/ Finance /Treasury/EFS/2025/743

Date:18-12-2025

**Employee Information**

Employee Name:	Md. Babul Mia	Separation Effective Date:	06-Oct-25
Employee ID:	13068	Length of Service:	6 years 9 Months 0 Days
Post Name:	Accountant	Salary paid up to:	31-Aug-25
Branch / Department:	Sadar Sirajganj	Separation Type:	Resignation
Branch / Department Code	0123	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	6-Jan-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01754333801
Last Working Day	5-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	28,278	35	32,839
<b>A.Total salary Dues</b>			<b>32,839</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,311	7	1	79,177
<b>B.Total Gratuity Dues</b>				<b>79,177</b>

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	-
Arrear	2,323
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
<b>C.Total Additional Payment</b>	<b>2,689</b>
	<b>20,012</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	-
Abashon Rent	-
Income Tax	600
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>131,428</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	61,297	PF Loan (Principal)	-
Organization Contribution	61,297	PF Loan (Interest)	-
Profit on Employees Contribution	12,724		-
Profit on Organization Contribution	12,723		-
<b>Total</b>	<b>148,041</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	131,428
<b>Total Provident Fund</b>	148,041
<b>Total End of Service Benefit</b>	<b>279,469</b>

In Words: Two Lac Seventy Nine Thousand Four Hundred Sixty Nine Taka Only.

Prepared By 18/12/25 Checked By 18/12/25

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

Reviewed By 24/12/2025  
Director

18/12/25  
Md. Abotul Haque  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 279,469 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Two Lac Seventy Nine Thousand Four Hundred Sixty Nine Taka Only.

checked by 18/12/25