

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

Reference: Shakti/ Finance /Treasury/EFS/2025/684

Date: 11-12-25

Employee Information		Separation Effective Date:	06-Oct-25
Employee Name:	Md. Saiful Islam	Length of Service:	2 years 0 Months 6 Days
Employee ID:	20092	Salary paid up to:	31-Aug-25
Post Name:	Microfinance Officer	Separation Type:	Resignation
Branch / Department:	Lemua, Feni	Notice Period:	01 Month
Branch / Department Code	0567	Notice Period Completed:	1 Months 2 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	30-Sep-2023	Leave without Pay (Days)	0 Days
Date of Confirmation:	1-Mar-2024	Contact Number	01311837787
Resignation Submission Date	4-Sep-2025	Email ID :	-
Last Working Day	5-Oct-2025		

Salary Information	Amount	Day's	Amount
Gross	25,300	35	29,381

**A.Total salary Dues**

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-

**B.Total Gratuity Dues**

Additional Payment	Amount
Leave Encashment	5,226
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	15,000
Security Deposit	1,555
Security Deposit Interest	-
Over Time ( March & April,2025)	21,781

**C.Total Additional Payment**

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	600
Abashon Rent	-
Income Tax	600
<b>D.Total Deduction</b>	<b>50,562</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)			
Employees Contribution	17,112	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	878		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>17,990</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	50,562
Total Provident Fund	17,990
Total End of Service Benefit	68,552

Sixty Eight Thousand Five Hundred Fifty Two Taka Only

Prepared By

11.12.25

Checked By

Employee Acknowledgement

BDT 68,552 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Sixty Eight Thousand Five Hundred Fifty Two Taka Only.

Process and Calculation  
is Audited based on  
supporting documents

Reviewed By

Receiver's Name:

Signature & Date:

Md. Abdul Mannan  
Supervisor &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Checked by  
AHT