

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

Date: 11-12-25

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

**Employee Information**

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

Salary Information	Amount	Day's	Amount
Gross	25,300	35	29,381
<b>A.Total salary Dues</b>			<b>29,381</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	5,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,555
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>21,781</b>

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>

<b>Total Salary &amp; Others (E)</b>	<b>50,562</b>
<b>Total Provident Fund</b>	<b>17,990</b>
<b>Total End of Service Benefit</b>	<b>68,552</b>
Sixty Eight Thousand Five Hundred Fifty Two Taka Only	

<b>Employee Acknowledgement</b>	<b>Internal Audit and Legal Department</b>	<b>Reviewed By Director</b>	<b>Md. Abdur Raheem Senior Director &amp; Head of Fin. Incu.</b>
BDT <b>68,552</b>	Received From/	Paid To Shakti Foundation	<b>Shakti Foundation for Disadvantaged Women</b>
In Words: Sixty Eight Thousand Five Hundred Fifty Two Taka Only.			<b>Receiver's Name:</b> Signature & Date:

Checked by  
A.M.