

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/462

Date:07-10-2025

Employee Information

Employee Name:	Abdur Nur Saikat	Separation Effective Date:	10/Sep/25
Employee ID:	20501	Length of Service:	1 years 8 Months 9 Days
Post Name:	Software Engineer	Salary paid up to:	31-Jul-25
Branch / Department:	Information Technology	Separation Type:	Resignation
Branch / Department Code	20000005	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Aug-2025	Contact Number	01636261058
Last Working Day	9-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	34,000	40	44,200
A.Total salary Dues			44,200

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
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	-
Meal Subsidy	1,300
Income Tax	-
D.Total Deduction	1,300
E.Total Payable / Receivable (A+B+C-D)	42,900

Provident Fund	
Particular (S)	Amount (S)
Employees Contribution	9,520
Organization Contribution	-
Profit on Employees Contribution	186
Profit on Organization Contribution	-
Total	9,706
Total PF Payable	-

Total Salary & Others (E)	42,900
Total Provident Fund	9,706
Total End of Service Benefit	(52,606)
Fifty Two Thousand Six Hundred Six Taka Only.	

Prepared By: *[Signature]* 07.10.25
Checked By: *[Signature]* 07-10-25

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

Reviewed By: *[Signature]* 11/10/2025
Director
Kamrul Hasan

Approved By: *[Signature]*
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 52,606	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
In Words: Fifty Two Thousand Six Hundred Six Taka Only.	Signature & Date:

checked by
[Signature]

