

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

Reference: Shakti/ Finance /Treasury/EFS/2025/238

Date: 17-02-26

**Employee Information**

Employee Name:	Ahmed Ali	Separation Effective Date:	26-Nov-25
Employee ID:	18773	Length of Service:	3 years 2 Months 8 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-25
Branch / Department:	Horinakunda Jhenaidah	Separation Type:	Resignation
Branch / Department Code	0281	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 6 Days
Date of joining:	18-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Nov-2025	Contact Number	01700626364
Last Working Day	25-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	27,830	25	23,192
<b>A.Total salary Dues</b>			<b>23,192</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	1,667
DSA	2,210
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
One Month salary	27,830
<b>C.Total Additional Payment</b>	<b>49,396</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	27,830
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>27,830</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>44,758</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	31,940	PF Loan (Principal)	-
Organization Contribution	31,940	PF Loan (Interest)	-
Profit on Employees Contribution	3,723		-
Profit on Organization Contribution	3,722		-
<b>Total</b>	<b>71,325</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	44,758
Total Provident Fund	71,325
<b>Total End of Service Benefit</b>	<b>116,083</b>

One Lac Sixteen Thousand Eighty Three Taka Only.

Prepared By: *[Signature]* 17.02.26  
Checked By: *[Signature]* 17.02.26

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

*[Signature]*  
**Md. Arshad Hoque**  
Deputy General Manager  
Asst. Manager, Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*[Signature]*  
**M. Abdul Hakim**  
Senior Director &  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 116,083	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: One Lac Sixteen Thousand Eighty Three Taka Only.		Signature & Date:

*Checked by [Signature]*