

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

Reference: Shakti/ Finance /Treasury/EFS/2025/336

Date:01-04-2026

**Employee Information**

Employee Name:	Md. Saimoon	Separation Effective Date:	28-Nov-2025
Employee ID:	13127	Length of Service:	6 years 10 Months 15 Days
Post Name:	Senior Accountant	Salary paid up to:	31-Oct-2025
Branch / Department:	Matborbazar-Kamrangirchar Dhaka	Separation Type:	Resignation
Branch / Department Code	0006	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 5 Days
Date of joining:	13-Jan-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	23-Nov-2025	Contact Number	01511377377
Last Working Day(As per Attendance)	27-Nov-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	33,977	27	30,579
<b>A.Total salary Dues</b>			<b>30,579</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	13,591	7	1	95,137
<b>B.Total Gratuity Dues</b>				<b>95,137</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,800
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
One Month Salary	31,460
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>50,949</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	33,977
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>34,277</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>142,388</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	68,583	PF Loan (Principal)	-
Organization Contribution	68,583	PF Loan (Interest)	-
Profit on Employees Contribution	16,036		-
Profit on Organization Contribution	16,035		-
<b>Total</b>	<b>169,237</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	142,388
<b>Total Provident Fund</b>	169,237
<b>Total End of Service Benefit</b>	<b>311,625</b>
Three Lakh Eleven Thousand Six Hundred and Twenty Five only	

Prepared By: *M. Rahman* 01.04.26  
 Checked By: *[Signature]* 01.04.26  
 Reviewed By: *[Signature]* 01.04.26  
 Approved By: *[Signature]* 01.04.26

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

**Md. Asadul Haqim**  
 Senior Director &  
 Head of Finance &  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 311,625 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Three Lakh Eleven Thousand Six Hundred and Twenty Five only	

*checked by [Signature]*