

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/30

Date:26-01-2026

Employee Information

Employee Name:	Sahabuddin	Separation Effective Date:	17-Oct-25
Employee ID:	18816	Length of Service:	3 years 0 Months 22 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Chitoshi, Shahrasti	Separation Type:	Resignation
Branch / Department Code	0561	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 13 Days
Date of joining:	25-Sep-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Sep-2025	Contact Number	01688387211
Last Working Day	16-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	28,979	46	43,936
A.Total salary Dues			43,936

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	6,823
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,669
Over Time (March & April,2025)	-
C.Total Additional Payment	24,492

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	13,627
Mobile Phone Subsidy	699
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	14,926
E.Total Payable / Receivable (A+B+C-D)	53,502

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30,290	PF Loan (Principal)	-
Organization Contribution	30,290	PF Loan (Interest)	-
Profit on Employees Contribution	2,735		-
Profit on Organization Contribution	2,734		-
Total	66,049	Total PF Payable	-

Total Salary & Others (E)	53,502
Total Provident Fund	66,049
Total End of Service Benefit	119,551

In Words: One Lac Nineteen Thousand Five Hundred Fifty One Taka Only.

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rahman 26.01.2026
Checked By [Signature] 26.01.2026

28.01.26
Md. K. Anwarul Hoque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

28.1.26
Md. Ismail
Approved by
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 119,551 received from [Signature] and paid to Shakti Foundation (Finance)
In Words: One Lac Nineteen Thousand Five Hundred Fifty One Taka Only.

Receiver's Name:
Signature & Date:

checked by [Signature]

28 JAN 2026