

**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, Shahnisti	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
<b>A.Total salary Dues</b>			<b>43,936</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

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

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	13,627
Mobile Phone Subsidy	694
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>14,926</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>53,502</b>

**Provident Fund**

Particular (S)	Amount (\$)	Particular (S)	Amount (\$)
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	-	-
<b>Total</b>	<b>66,049</b>	<b>Total PF Payable</b>	<b>-</b>

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.	

Prepared By <i>M. Rahman</i> <i>26.01.2026</i>	Checked By <i>26.01.2026</i>	Process and Calculation is Audited based on supporting documents <i>28.01.26</i> <i>Md. Kawsarul Hoque</i>	28.01.26
Employee Acknowledgement BDT <b>119,551</b> Received from <i>Shakti Foundation (Pvt) Ltd</i>	Internal Audit & Legal Department Shakti Foundation For Disadvantaged Women Receiver's Name: <i>Md. Isopuddin Yousain</i>	Head of Treasury Shakti Foundation for Disadvantaged Women Signature & Date: <i>28.01.26</i>	

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

checked by  
*M. Rahman*  
28 JAN 2023  
*Shakti Foundation (Pvt) Ltd*