

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

Reference: Shakti/ Finance /Treasury/EFS/2025/273

Date:16-02-2026

**Employee Information**

Employee Name:	Md. Junayed Al-Amin	Separation Effective Date:	11-Nov-25
Employee ID:	21897	Length of Service:	0 years 11 Months 2 Days
Post Name:	Accountant	Salary paid up to:	30-Sep-25
Branch / Department:	Chandra, Chandpur	Separation Type:	Resignation
Branch / Department Code	0580	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	9-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Oct-2025	Contact Number	01673848413
Last Working Day	10-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	41	32,000
<b>A.Total salary Dues</b>			<b>32,000</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	2,667
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>18,117</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	15,000
Security Deposit Interest	450
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>16,050</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>34,067</b>

Shakti Foundation (Finance)  
 24 FEB 2026  
 [Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,840	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	140		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>3,980</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
 is Audited based on  
 supporting documents

<b>Total Salary &amp; Others (E)</b>	<b>34,067</b>
<b>Total Provident Fund</b>	<b>3,980</b>
<b>Total End of Service Benefit</b>	<b>38,047</b>
Thirty Eight Thousand Forty Seven only	

Prepared By: *[Signature]* 17-02-26  
 Checked By: *[Signature]* 17-02-26  
 Reviewed By: *[Signature]* 23-12-25  
 Approved By: *[Signature]* 17-02-26

**Md. Masarul Haque**  
 Deputy General Manager  
 Assistant Audit Coordinator  
 Internal Audit & Legal Department  
 Shakti Foundation For Disadvantaged Women

**Md. Abdul Halim**  
 Senior Director &  
 Head of Finance  
 Shakti Foundation For Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT <u>38,047</u> received From/ <input type="checkbox"/> Paid To Shakti Foundation	
Thirty Eight Thousand Forty Seven only	Signature & Date:

*Checked by [Signature]*