

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

Reference: Shakti/ Finance /Treasury/EFS/2025/361

Date:20-04-2026

Employee Information

Employee Name:	Md. Saifur Islam	Separation Effective Date:	04-Feb-26
Employee ID:	13596	Length of Service:	6 years 8 Months 26 Days
Post Name:	Area Supervisor	Salary paid up to:	31-Dec-25
Branch / Department:	Program, Thakurgaon	Separation Type:	Resignation
Branch / Department Code	50010119	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	9-May-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jan-2026	Contact Number	01714502772
Last Working Day (As per Attendance)	3-Feb-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	65,097	34	72,072
A.Total salary Dues			72,072

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	26,038	7	1	182,266
B.Total Gratuity Dues				182,266

Additional Payment	Amount
Leave Encashment	10,850
TA & DA / Field trips	21,078
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	3,000
Security Deposit	38,000
Security Deposit Interest	6,812
Over Time (March & April,2025)	-
C.Total Additional Payment	79,733

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	416
D.Total Deduction	416
E.Total Payable / Receivable (A+B+C-D)	333,655

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	139,092	PF Loan (Principal)	-
Organization Contribution	139,092	PF Loan (Interest)	-
Profit on Employees Contribution	30,805		-
Profit on Organization Contribution	30,804		-
Total	339,793	Total PF Payable	-

Total Salary & Others (E)	333,655
Total Provident Fund	339,793
Total End of Service Benefit	673,448
In Words: Six Lac Seventy Three Thousand Four Hundred Forty Eight Taka Only	

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

Prepared By: M. Rabban
20.04.26

Checked By: Md. Anwar Hossain
20.04.26

Approved: Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 673,448 received From [] paid To Shakti Foundation for Disadvantaged Women	Md. Saifur Islam
In Words: Six Lac Seventy Three Thousand Four Hundred Forty Eight Taka Only.	Signature & Date:

Checked by [Signature]