

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

Reference: Shakti/ Finance /Treasury/EFS/2025/214

Date:16-02-2026

Employee Information

Employee Name:	Md. Abbas Uddin	Separation Effective Date:	05-Nov-25
Employee ID:	13394	Length of Service:	6 years 7 Months 18 Days
Post Name:	Branch Manager	Salary paid up to:	30-Sep-25
Branch / Department:	Bhanga Faridpur	Separation Type:	Resignation
Branch / Department Code	0201	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	18-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01718432098
Last Working Day	4-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	41,580	35	47,124
A.Total salary Dues			47,124

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,632	7	1	116,424
B.Total Gratuity Dues				116,424

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	14,933
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	24,000
Security Deposit Interest	4,302
Over Time (March & April,2025)	-
C.Total Additional Payment	44,735

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	208,283

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	89,114	PF Loan (Principal)	48,746.00
Organization Contribution	89,114	PF Loan (Interest)	2,244.00
Profit on Employees Contribution	21,585		-
Profit on Organization Contribution	21,585		-
Total	221,398	Total PF Payable	50,990.00

Total Salary & Others (E)	208,283
Total Provident Fund	170,408
Total End of Service Benefit	378,691
Three Lakh Seventy Eight Thousand Six Hundred Ninety One only	

Prepared By M. Rahman 16.02.26
Checked By [Signature] 16.02.26

Process and Calculation
is Audited based on
supporting documents

Md. Asad Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]

Employee Acknowledgement	
BDT <u>378,691</u> received From/ <input type="checkbox"/> paid To Shakti Foundation	Receiver's Name: Signature & Date:
Three Lakh Seventy Eight Thousand Six Hundred Ninety One only	

Checked by [Signature]