

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

Reference: Shakti/ Finance /Treasury/EFS/2025/267

Date: 15-02-26

Employee Information

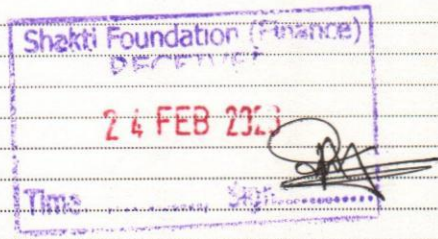
Employee Name:	Asadullah Al Galib	Separation Effective Date:	09-Jan-26
Employee ID:	18222	Length of Service:	3 years 5 Months 8 Days
Post Name:	Auditor	Salary paid up to:	30-Nov-25
Branch / Department:	Internal Audit and Legal Department	Separation Type:	Resignation
Branch / Department Code	20000007	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Dec-2025	Contact Number	01516137340
Last Working Day	8-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	41,217	39	51,854
A.Total salary Dues			51,854

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	19,500
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	19,500

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	71,354



 Shakti Foundation (Finance)
 24 FEB 2026
 Time: _____

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,137	PF Loan (Principal)	-
Organization Contribution	41,137	PF Loan (Interest)	-
Profit on Employees Contribution	4,048		-
Profit on Organization Contribution	4,048		-
Total	90,370	Total PF Payable	-

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

Total Salary & Others (E)	71,354
Total Provident Fund	90,370
Total End of Service Benefit	161,724

One Lac Sixty One Thousand Seven Hundred Twenty Four Taka Only.

Prepared By: Thamara 15.02.26
 Checked By: Asadullah 15.2.26
 Reviewed By: Md. Anwarul Hoque 17.2.26
 Approved By: Md. Abdul Halim 17.2.26

Employee Acknowledgement
 BDT 161,724 Received From/ Paid To Shakti Foundation for Disadvantaged Women
 Signature & Date: _____
 In Words: One lac Sixty One Thousand Seven Hundred Twenty Four Taka Only.

*checked by
Ally*

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

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