

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

Reference: Shakti/ Finance /Treasury/EFS/2025/210

Date:08-02-2026

Employee Information

Employee Name:	Rajib Singha	Separation Effective Date:	04-Nov-25
Employee ID:	16207	Length of Service:	4 years 3 Months 7 Days
Post Name:	Accountant	Salary paid up to:	30-Sep-25
Branch / Department:	Lama Bandarban	Separation Type:	Resignation
Branch / Department Code	0291	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	28-Jul-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Oct-2025	Contact Number	01843187984
Last Working Day	3-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,132	34	29,845
A.Total salary Dues			29,845

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,200
DSA	300
Motor Cycle Allowance	-
Ancholik Allowance	1,650
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	4,150

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)	33,995

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	42,587	PF Loan (Principal)	-
Organization Contribution	42,587	PF Loan (Interest)	-
Profit on Employees Contribution	6,818		-
Profit on Organization Contribution	6,818		-
Total	98,810	Total PF Payable	-

Total Salary & Others (E)	33,995
Total Provident Fund	98,810
Total End of Service Benefit	132,805

In Words: One Lac Thirty Two Thousand Eight Hundred Five Taka Only.

Prepared By M. Rakon 08.02.26
Checked By [Signature] 08.02.26

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

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

Approved By [Signature] 08/02/26
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation for
Disadvantaged Women

Employee Acknowledgement

BDT 132,805 received From/ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Thirty Two Thousand Eight Hundred Five Taka Only.

Checked by [Signature]