

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

Reference: Shakti/ Finance /Treasury/EFS/2026/61

Date:28-02-2026

**Employee Information**

Employee Name:	Md. Rahmat Ali	Separation Effective Date:	22-Dec-25
Employee ID:	5396	Length of Service:	13 years 11 Months 18 Days
Post Name:	Branch Manager	Salary paid up to:	30-Nov-25
Branch / Department:	Mirsarai Chattogram	Separation Type:	Resignation
Branch / Department Code	0188	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	4-Jan-2012	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2012	Leave without Pay (Days)	0 Days
Resignation Submission Date	21-Dec-2025	Contact Number	01940234353
Last Working Day	21-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	41,770	21	28,296
<b>A.Total salary Dues</b>			<b>28,296</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,708	14	2	467,824
<b>B.Total Gratuity Dues</b>				<b>467,824</b>

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	4,742
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,694
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>12,332</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	32,650
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>32,650</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>475,802</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	101,951	PF Loan (Principal)	-
Organization Contribution	101,951	PF Loan (Interest)	-
Profit on Employees Contribution	53,330		-
Profit on Organization Contribution	53,330		-
<b>Total</b>	<b>316,562</b>	<b>Total PF Payable</b>	<b>-</b>

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

<b>Total Salary &amp; Others (E)</b>	475,802
<b>Total Provident Fund</b>	310,561
<b>Total End of Service Benefit</b>	<b>786,363</b>

In Words: Seven Lac Eighty Six Thousand Three Hundred Sixty Three Taka Only.

Prepared By M Rahman 28.02.26  
Checked By [Signature] 28.02.26

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

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

Employee Acknowledgement	Receiver's Name:
BDT 786,363 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	
In Words: Seven Lac Eighty Six Thousand Three Hundred Sixty Three Taka Only.	Signature & Date:

Checked by [Signature]