

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/231

Date:03-02-2026

Employee Information

Employee Name:	Taj Uddin	Separation Effective Date:	11-Sep-25
Employee ID:	4333	Length of Service:	15 years 1 Months 3 Days
Post Name:	Branch Manager	Salary paid up to:	31-Jul-25
Branch / Department:	Guthiabazar Barishal	Separation Type:	Resignation
Branch / Department Code	0432	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	8-Aug-2010	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2011	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Aug-2025	Contact Number	01712551355
Last Working Day	10-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	37,100	41	49,467
A.Total salary Dues			49,467

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	14,840	15	3	667,800
B.Total Gratuity Dues				667,800

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	16,333
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	4,000
Security Deposit Interest	716
Over Time (March & April,2025)	-
C.Total Additional Payment	21,049

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)	738,316

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	102,570	PF Loan (Principal)	3,322.00
Organization Contribution	102,570	PF Loan (Interest)	807.00
Profit on Employees Contribution	52,802		-
Profit on Organization Contribution	52,801		-
Total	310,743	Total PF Payable	4,129.00

Total Salary & Others (E)	738,316
Total Provident Fund	306,614
Total End of Service Benefit	1,044,930

Ten Lakh Forty Four Thousand Nine Hundred Thirty only

Prepared By: M. Rahman 03.02.2026 Checked By: Taj Uddin 03.02.2026

Employee Acknowledgement

BDT 1,044,930 received From/ ☐ Paid To Shakti Foundation

Ten Lakh Forty Four Thousand Nine Hundred Thirty only

Signature & Date:

Process and Calculation
is Audited based on
supporting documents

Md. Arifur 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

checked by
AAH