

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:03-02-2026

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

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	-
Shurakha 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 (\$)
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

Provident Fund

Particular (S)	Amount (\$)	Particular (S)	Amount (\$)
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. Rashed* 03.02.2026

Checked By *R. A. Hoque*

Employee Acknowledgement

BDT 1,044,930

Received From/

Paid To Shakti Foundation

Ten Lakh Forty Four Thousand Nine Hundred Thirty only

Process and Calculation

is Audited based on
supporting documents

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

Receiver's Name:

Signature & Date:

Approved By
Md. Abdul Halim
Sanior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

*checked by
AAV*