

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/34

Date:28-01-2026

Employee Information

Employee Name:	Sobuz Mia	Separation Effective Date:	08-Oct-25
Employee ID:	22638	Length of Service:	0 years 3 Months 16 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	31-Aug-25
Branch / Department:	Stationroad-Tongi Gazipur	Separation Type:	Resignation
Branch / Department Code	0110	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	1 Months 1 Days
Date of joining:	22-Jun-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Sep-2025	Contact Number	01871909832
Last Working Day	7-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	37	24,516
A.Total salary Dues			24,516

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

Additional Payment	Amount
Golden Handshake (3Month Gross Salary)	-
TA & DA / Field trips	2,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,452

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,600
E.Total Payable / Receivable (A+B+C-D)	26,368

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	- PF Loan (Principal)	-
Organization Contribution	-	- PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	26,368
Total Provident Fund	-
Total End of Service Benefit	26,368
In Words: Twenty Six Thousand Three Hundred Sixty Eight Taka Only.	

Prepared By M. Rahman 28.01.2026
Checked By [Signature] 28.01.2026

Process and Calculation
Is Audited based on
supporting documents

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

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

Employee Acknowledgement		Receiver's Name:
BDT 26,368	Received From/	
	Paid To Shakti Foundation	
In Words: Twenty Six Thousand Three Hundred Sixty Eight Taka Only.		Signature & Date:

checked by
[Signature]