

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

Reference: Shakti/ Finance /Treasury/EFS/2026/324

Date:10-03-2026

Employee Information

Employee Name:	Md. Shahidul Islam	Separation Effective Date:	16-Dec-25
Employee ID:	15592	Length of Service:	4 years 10 Months 8 Days
Post Name:	Area Supervisor	Salary paid up to:	31-Oct-25
Branch / Department:	Manikganj	Separation Type:	Resignation
Branch / Department Code	0044	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	8-Feb-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Nov-2025	Contact Number	01713937465
Last Working Day	15-Dec-2025	Payment Account:	salary

Salary Information	Amount	Day's	Amount
Gross	55,000	45	81,613
A.Total salary Dues			81,613

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	24,839
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	3,000
Security Deposit	25,000
Security Deposit Interest	4,482
Over Time (March & April,2025)	-
C.Total Additional Payment	57,321

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	417
D.Total Deduction	417
E.Total Payable / Receivable (A+B+C-D)	138,517

Shakti Foundation (Finance)
 15 MAR 2026
 [Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	90,420	PF Loan (Principal)	-
Organization Contribution	90,420	PF Loan (Interest)	-
Profit on Employees Contribution	14,960		-
Profit on Organization Contribution	14,960		-
Total	210,760	Total PF Payable	-

Process and Calculation
 IS AWARDED BASED ON
 SUBMITTING DOCUMENTS

Total Salary & Others (E)	138,517
Total Provident Fund	210,760
Total End of Service Benefit	349,277

Three Lakh Forty Nine Thousand Two Hundred Seventy Seven only

Prepared By M Rahman 10.03.2026
 Checked By [Signature] 10.03.26
 Reviewed By [Signature] 15.3.26
 Approved By [Signature] 15/3/26
 Md. Abdul Halim
 Senior Director &
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 349,277 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Three Lakh Forty Nine Thousand Two Hundred Seventy Seven only	

ed by
[Signature]