

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

Reference: Shakti/ Finance /Treasury/EFS/2025/428

Date:28-09-2025

Employee Information

Employee Name:	Md. Zahurul Haque Joarder	Separation Effective Date:	21/Jul/25
Employee ID:	19280	Length of Service:	2 years 7 Months 20 Days
Post Name:	Regional Head	Salary paid up to:	30-Jun-25
Branch / Department:	Lakshmipur	Separation Type:	Resignation
Branch / Department Code	3514	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	1-Dec-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Jul-2025	Contact Number	01728973996
Last Working Day	20-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	72,000	20	46,452
A.Total salary Dues			46,452

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

Additional Payment	Amount
One Monnth Additional Salary	72,000
TA & DA / Field trips	14,194
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	86,194

Deductions	Amount (S)
Financial Misappropriation	-
VTs Deduction	2,000
Mobile Phone Handset Loan	17,344
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	233
D.Total Deduction	20,276
E.Total Payable / Receivable (A+B+C-D)	112,370

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	48,560	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	3,047		-
Profit on Organization Contribution	-		-
Total	51,607	Total PF Payable	-

Total Salary & Others (E)	112,370
Total Provident Fund	51,607
Total End of Service Benefit	163,977
One Lac Sixty Three Thousand Nine Hundred Seventy Seven Taka Only.	

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

Prepared By: *[Signature]* 28.09.25
Checked By: *[Signature]* 28.09.25

Reviewed By: *[Signature]* 28/9/25
Director

Md. Abdul Halim
Senior Director &
Head Approved By
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 163,977	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
In Words: One Lac Sixty Three Thousand Nine Hundred Seventy Seven Taka Only.	
Signature & Date:	

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19280

02. Account Holder Name:

Md. Zahurul Haque

03. Bank Account No:

2161510076484

04. Bank Name:

Dutah Bangla Bank Ltd.

05. Bank Branch Name:

Ashulia.

06. Employee Mobile No:

01728 973996

07. Employee Name & Signature:

Md. Zahurul Haque

Verified By Supervisor's

Name (DM):

Md. Shabbir Hasn

EIN:

00499

Signature:

Date:

24/08/25
Mohammad Shabbir Hasn
Zonal Head, Cumilla Zone
Shakti Foundation for
Disadvantaged Women

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: