

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

Reference: Shakti/ Finance /Treasury/EFS/2025/289

Date:26-02-2026

**Employee Information**

Employee Name:	Md. Sohag Sarker	Separation Effective Date:	23-Jan-26
Employee ID:	21660	Length of Service:	1 years 2 Months 24 Days
Post Name:	Senior Manager	Salary paid up to:	30-Nov-25
Branch / Department:	Microfinance	Separation Type:	Resignation
Branch / Department Code	10010001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 13 Days
Date of joining:	30-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Dec-2025	Contact Number	01303527701
Last Working Day	22-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	55,000	53	94,032
<b>A.Total salary Dues</b>			<b>94,032</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>-</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Meal Subsidy	1,000
Income Tax	834
<b>D.Total Deduction</b>	<b>1,834</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>92,198</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	2,200	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	62		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>2,262</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited & supported  
by supporting documents

<b>Total Salary &amp; Others (E)</b>	92,198
<b>Total Provident Fund</b>	2,262
<b>Total End of Service Benefit</b>	<b>94,460</b>
Ninety Five Thousand Four Hundred Sixty only	

Prepared By: *M. Rahman* 26.02.26  
Checked By: *Md. Ansa Ubbhoque* 26.02.26

*Md. Ansa Ubbhoque*  
26.02.26  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*Md. Abdul Halim*  
26.02.26  
Approved  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 94,460  
Ninety Five Thousand Four Hundred Sixty only

Received from (Signature) To Shakti Foundation

**SHAKTI FOUNDATION RECEIVED**

Receiver's Name:  
Signature & Date:

03 MAR 2026  
Time: .....  
*Sig. for*

*checked by  
MAB*