

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

Reference: Shakti/ Finance /Treasury/EFS/2025/284

Date:19-02-2026

Employee Information

Employee Name:	Polash uddin	Separation Effective Date:	07-Nov-25
Employee ID:	21814	Length of Service:	0 years 10 Months 30 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Mirpur 10 Dhaka	Separation Type:	Resignation
Branch / Department Code	0001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	8-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01313881403
Last Working Day	6-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	37	27,600
A.Total salary Dues			27,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	1,500
Security Deposit Interest	15,000
Over Time (March & April,2025)	450
C.Total Additional Payment	22,350

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	15,000
Mobile Phone Handset Loan	450
Mobile Phone Subsidy	12,577
One Month Salary	587
Abashon Rent	-
Income Tax	-
D.Total Deduction	28,614
E.Total Payable / Receivable (A+B+C-D)	21,336

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	134		-
Profit on Organization Contribution	-		-
Total	3,814	Total PF Payable	-

Process and Calculation
 is Audited based on
 supporting documents

Total Salary & Others (E)	21,336
Total Provident Fund	3,814
Total End of Service Benefit	25,150

Prepared By: 19.02.26
 Checked By: 19.02.26

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

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

Employee Acknowledgement		Receiver's Name:	
BDT 25,150	<input type="checkbox"/> Received From/	<input type="checkbox"/> Paid To Shakti Foundation	
Twenty Five Thousand One Hundred Fifty only		Signature & Date:	

Checked by