

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

Reference: Shakti/ Finance /Treasury/EFS/2026/84

Date:10-03-2026

**Employee Information**

Employee Name:	Md. Sajedul Islam	Separation Effective Date:	05-Dec-25
Employee ID:	22150	Length of Service:	0 years 9 Months 26 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Mirhajirbag-Jatrabari Dhaka	Separation Type:	Resignation
Branch / Department Code	0010	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	9-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Nov-2025	Contact Number	01741782833
Last Working Day	4-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,968
<b>A.Total salary Dues</b>			<b>25,968</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	2,258
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>19,058</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	300
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>15,900</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>29,126</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	2,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	73		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>2,833</b>	<b>Total Payable</b>	<b>-</b>

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

<b>Total Salary &amp; Others (E)</b>	<b>29,126</b>
<b>Total Provident Fund</b>	<b>2,833</b>
<b>Total End of Service Benefit</b>	<b>31,959</b>
In Words: Thirty One Thousand Nine Hundred Fifty Nine Taka Only.	

Prepared By M Rahman 10.03.2026  
 Checked By [Signature] 10.03.26  
 Reviewed By [Signature] 10.03.26  
 Approved [Signature] 10.03.26  
 Md. Abdul Halim  
 Senior Director &  
 Head of Finance &  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 31,959	received From/		
	paid To Shakti Foundation		
In Words: Thirty One Thousand Nine Hundred Fifty Nine Taka Only.		Signature & Date:	