

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:26-01-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/25

Employee Information

Employee Name:	Md. Raju Ahmed	Separation Effective Date:	12-Dec-25
Employee ID:	21970	Length of Service:	0 years 11 Months 7 Days
Post Name:	Senior Manager	Salary paid up to:	30-Nov-25
Branch / Department:	ED's Office	Separation Type:	Resignation
Branch / Department Code	2000001	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 1 Days
Date of joining:	5-Jan-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	11-Dec-2025	Contact Number	01741541794
Last Working Day	11-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	42,000	11	14,903
A.Total salary Dues			14,903

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

Additional Payment	Amount
One Month Additional Salary	42,000
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	42,000

Deductions	Amount (\$)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	56,903

Provident Fund	Amount (\$)	Particular (S)	Amount (\$)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-	-	-
Profit on Organization Contribution	-	-	-
Total		Total PF Payable	-

Total Salary & Others (E)	Process and Calculation is Audited based on supporting documents	56,903
Total Provident Fund		-
Total End of Service Benefit		56,903

In Words: Fifty Six Thousand Nine Hundred Three Taka Only

Prepared By *M. Raju Ahmed* 26.01.2026

Employee Acknowledgement

BDT 56,903	Received From/ <i>M. Raju Ahmed</i>	Paid To Shakti Foundation <i>M. Raju Ahmed</i>	Receiver's Name: <i>M. Raju Ahmed</i>
In Words: Fifty Six Thousand Nine Hundred Three Taka Only.			

Shakti Foundation (Finance)

28 JAN 2026

Reviewed by: *Md. Ahsanul Hoque*
Deputy General Manager
Assistant Audit Coordinator
Shakti Foundation for Disadvantaged Women

Approved By:

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

Signature & Date:

*checked by
M.R.*