

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

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

Date:26-01-2026

Employee Information

| | | | |
|-----------------------------|-----------------|---------------------------------|--------------------------|
| Employee Name: | Md. Raju Ahmmed | 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 | 20000001 | 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 (S) |
|---|---------------|
| 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

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|------------|-------------------------|------------|
| 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) | 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. Rahman 26.01.2026
Checked By [Signature] 26.01.26

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

Md. Anwarul Hoque
Deputy General Manager
Asst. Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

| | | | |
|---|----------------|---------------------------|-------------------|
| BDT 56,903 | Received From/ | Paid To Shakti Foundation | Receiver's Name: |
| In Words: Fifty Six Thousand Nine Hundred Three Taka Only | | | Signature & Date: |

Checked by [Signature]
28 JAN 2026
[Stamp]