

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

Reference: Shakti/ Finance /Treasury/EFS/2025/292

Date:26-02-2026

Employee Information

Employee Name:	Md. Uzzal Hamid	Separation Effective Date:	08-Dec-25
Employee ID:	21017	Length of Service:	1 years 6 Months 9 Days
Post Name:	Accountant	Salary paid up to:	31-Oct-25
Branch / Department:	Silonia, Feni	Separation Type:	Resignation
Branch / Department Code	0538	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	29-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Nov-2025	Contact Number	01733778033
Last Working Day	7-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	37	29,419
A.Total salary Dues			29,419

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	450
Over Time (March & April,2025)	-
C.Total Additional Payment	19,402

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	48,221

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	10,560	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	526		-
Profit on Organization Contribution	-		-
Total			-

**Process and Calculation
is supported by all
supporting documents**

Total Salary & Others (E)	48,221
Total Provident Fund	11,086
Total End of Service Benefit	59,307
Fifty Nine Thousand Three Hundred Seven only	

Prepared By M. Rahman
26.02.26

Checked By [Signature]
26.02.26

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

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

Employee Acknowledgement

BDT 59,307	Received From/	Receiver's Name:
Fifty Nine Thousand Three Hundred Seven only	<u>[Signature]</u>	Signature & Date:

Shakti Foundation
01 MAR 2026
Three

Checked by [Signature]