

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/539

Date:26-10-2025

Employee Information

Employee Name:	Mohammad Ali Sadiq	Separation Effective Date:	15-Oct-25
Employee ID:	20729	Length of Service:	1 years 7 Months 12 Days
Post Name:	General Manager	Salary paid up to:	31-Aug-25
Branch / Department:	IT Department	Separation Type:	Resignation
Branch / Department Code	20000005	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	3-Mar-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Sep-2025	Contact Number	01977651772
Last Working Day	14-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	117,000	44	165939
A.Total salary Dues			165,939

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	4,694
D.Total Deduction	4,694
E.Total Payable / Receivable (A+B+C-D)	161,245

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	28,080	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	426		-
Profit on Organization Contribution	-		-
Total	(28,506)	Total PF Payable	-

Total Salary & Others (E)	161,245
Total Provident Fund	28,506
Total End of Service Benefit	189,751

In Words: One Lac Eighty Nine Thousand Seven Hupred Fifty One Taka Only.

Process and Calculation
Is Audited based on
supporting documents

Prepared By M Rahman 26-10-25
Checked By M Rahman 26-10-25

Reviewed By Kamrul Hasan 27/10/25

Approved By Md. Kamrul Hossain
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Director Receiver's Name:
BDT 189,751 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: One Lac Eighty Nine Thousand Seven Hundred Fifty One Taka Only.	

checked by
M Rahman