

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:03-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/229

Employee Information

Employee Name:	Samsuddin	Separation Effective Date:	22-Sep-25
Employee ID:	15291	Length of Service:	4 years 9 Months 3 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Ramganj Laxmipur	Separation Type:	Resignation
Branch / Department Code	0163	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	19-Dec-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Aug-2025	Contact Number	01818905489
Last Working Day	21-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,600	52	48,620
A.Total salary Dues			48,620

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	7,650
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	7,650

Deductions	Shakti Foundation (Finance) RECEIVED 08 FEB 2023 [Signature]	Amount (S)
Financial Misappropriation		-
Motorcycle Loan		-
Security Deposit		-
Security Deposit Interest		-
Mobile Phone Handset Loan		-
Mobile Phone Subsidy		-
One Month Salary		600
Abashon Rent		-
Income Tax		-
D.Total Deduction		600
E.Total Payable / Receivable (A+B+C-D)		55,670

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	43,801	PF Loan (Principal)	-
Organization Contribution	43,801	PF Loan (Interest)	-
Profit on Employees Contribution	7,937		-
Profit on Organization Contribution	7,938		-
Total	103,477	Total PF Payable	-

Total Salary & Others (E)	55,670
Total Provident Fund	103,477
Total End of Service Benefit	159,147
In Words: One Lac Fifty Nine Thousand One Hundred Forty Seven Taka Only.	

Prepared By <i>A. R. Khan</i> <i>Ansarul Haque</i> 03/02/2026	Checked By <i>Ansarul Haque</i> 03/02/2026	Process and Calculation is Audited based on supporting documents <i>Ansarul Haque</i> Md. Ansarul Haque Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women	Approved By <i>Md. Abdul Halim</i> Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women
Employee Acknowledgement BDT 159,147 Received From/ Paid To Shakti Foundation	In Words: One Lac Fifty Nine Thousand One Hundred Forty Seven Taka Only.	Receiver's Name: Signature & Date:	<i>Ansarul Haque</i> 159,147