

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:01-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/37

Employee Information

Employee Name:	Md. Safiul Islam	Separation Effective Date:	10-Dec-25
Employee ID:	12249	Length of Service:	7 years 5 Months 14 Days
Post Name:	Branch Manager	Salary paid up to:	30-Nov-25
Branch / Department:	Sadar Chapainawabganj	Separation Type:	Dismiss
Branch / Department Code	0190	Notice Period:	00 Month
Employment Type:	Permanent	Notice Period Completed:	00 Month
Date of joining:	26-Jun-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01722319959
Last Working Day	9-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross/ Basic	17,418	9	5,057
A.Total salary Dues			5,057

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

Additional Payment	Amount
Golden Handshake (3Month Gross Salary)	-
TA & DA / Field trips	2,100
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	8,000
Security Deposit Interest	1,434
Over Time (March & April,2025)	-
C.Total Additional Payment	11,534

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	9,910
Mobile Phone Subsidy	699
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	10,609
E.Total Payable / Receivable (A+B+C-D)	5,982

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	100,864	PF Loan (Principal)	16,664.00
Organization Contribution	100,864	PF Loan (Interest)	1,365.00
Profit on Employees Contribution	25,086		-
Profit on Organization Contribution	25,086		-
Total	251,900	Total PF Payable	18,029.00

Process and Calculation

IS Audited based on
Supporting documents

Total Salary & Others (E)
Total Provident Fund
Total End of Service Benefit
In Words: Two Lac Thirty Nine Thousand Eight Hundred Fifty Three Taka Only.

5,982

233,871

239,853

Prepared By *M. Rahman* 01-02-26
Checked By *M. Rahman*

Employee Acknowledgement

BDT 239,853 Received From/

Yaid To Shakti Foundation

In Words: Two Lac Thirty Nine Thousand Eight Hundred Fifty Three Taka Only.

Md. Ahsanul Haque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Receiver's Name:

Signature & Date:

Shakti Foundation (Finance)

Approved By

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

03 FEB 2026

Time: *10:00 AM* Sign: *Shakti Foundation (Finance)*