

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

Reference: Shakti/ Finance /Treasury/EFS/2025/356

Date:20-04-2026

Employee Information

Employee Name:	Md. Ehiya Tagor	Separation Effective Date:	06-Jan-26
Employee ID:	20454	Length of Service:	2 years 0 Months 13 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Sadar Pabna	Separation Type:	Resignation
Branch / Department Code	0074	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	24-Dec-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01784445420
Last Working Day(As per Attendance)	5-Jan-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	25,596	36	29,724
A.Total salary Dues			29,724

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

Additional Payment	Amount
Leave Encashment	4,266
TA & DA / Field trips	5,226
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	1,390
Over Time (March & April,2025)	-
C.Total Additional Payment	26,632

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	600
D.Total Deduction	1,200
E.Total Payable / Receivable (A+B+C-D)	55,756

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	16,756	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,156		-
Profit on Organization Contribution	-		-
Total	17,912	Total PF Payable	-

Total Salary & Others (E)	55,756
Total Provident Fund	17,912
Total End of Service Benefit	73,668
In Words: Seventy Three Thousand Six Hundred Sixty Eight Taka Only	

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

Prepared By: H. Rahman Checked By: Md. Masudul Hoque Approved: Md. Masudul Hoque

20.04.26

Employee Acknowledgement

BDT 73,668 received from paid To Shakti Foundation

In Words: Seventy Three Thousand Six Hundred Sixty Eight Taka Only.

Receiver's Name: _____ Signature & Date: _____

*Checked by
[Signature]*