

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

Reference: Shakti/ Finance /Treasury/EFS/2025/225

Date:03-02-2026

Employee Information

Employee Name:	Md. Shamsuddin	Separation Effective Date:	24-Sep-25
Employee ID:	14358	Length of Service:	5 years 10 Months 21 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Morjal Narsingdi	Separation Type:	Resignation
Branch / Department Code	0427	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	3-Nov-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	24-Aug-2025	Contact Number	01733721211
Last Working Day	23-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	26,658	54	47,096
A.Total salary Ducs			47,096

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,663	6	1	63,978
B.Total Gratuity Ducs				63,978

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	7,950
Savings drive incentive	1,000
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	23,101

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)	133,575

Shakti Foundation (Finance)
16 FEB 2026

Provident Fund		Amount (S)	
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	48,424	PF Loan (Principal)	-
Organization Contribution	48,424	PF Loan (Interest)	-
Profit on Employees Contribution	8,168		-
Profit on Organization Contribution	8,168		-
Total	113,184	Total PF Payable	-

Total Salary & Others (E)	133,575
Total Provident Fund	113,184
Total End of Service Benefit	246,759

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

Prepared By *Rahman* 10.02.26

Checked By *10.02.26*

16.2.26
Md. Anwarul Haque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

17.02.26
Approved
Md. Abdul Hakim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 246,759 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Two Lac Forty Six Thousand Seven Hundred Fifty Nine Taka Only.	

*checked by
Majid*