

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

Reference: Shakti/ Finance /Treasury/EFS/2025/218

Date:15-02-2026

Employee Information

Employee Name:	Md. Sohel Rana	Separation Effective Date:	06-Nov-25
Employee ID:	4409	Length of Service:	15 years 1 Months 14 Days
Post Name:	Senior Branch Manager	Salary paid up to:	30-Sep-25
Branch / Department:	Ruheha Thakurgaon	Separation Type:	Resignation
Branch / Department Code	0609	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	23-Sep-2010	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2012	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01725016431
Last Working Day	5-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	46,640	36	54,413
A.Total salary Dues			54,413

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	18,656	15	3	839,520
B.Total Gratuity Dues				839,520

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	15,167
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	15,167

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	417
D.Total Deduction	417
E.Total Payable / Receivable (A+B+C-D)	908,683

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	121,294	PF Loan (Principal)	-
Organization Contribution	121,294	PF Loan (Interest)	-
Profit on Employees Contribution	62,606		-
Profit on Organization Contribution	62,606		-
Total	367,800	Total PF Payable	-

Total Salary & Others (E)	908,683
Total Provident Fund	367,800
Total End of Service Benefit	1,276,483
Twelve Lakh Seventy Six Thousand Four Hundred Eighty Three only	

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

Prepared By: *M. Rakom*
15-02-2026

Checked By: *[Signature]*
15-02-26

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

Approved: *[Signature]*
Md. Abdul Halim
 Senior Director &
 Head of Finance &
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:	Signature & Date:
BDT 1,276,483 received From/ paid To Shakti Foundation		
Twelve Lakh Seventy Six Thousand Four Hundred Eighty Three only		

Checked by [Signature]