

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/707

Date:26-11-2025

Employee Information

Employee Name:	Md. Saidur Rahman	Separation Effective Date:	31-Oct-25
Employee ID:	17201	Length of Service:	3 years 8 Months 30 Days
Post Name:	Assistant General Manager	Salary paid up to:	30-Sep-25
Branch / Department:	Internal Audit and Legal Department	Separation Type:	Resignation
Branch / Department Code	20000007	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	1-Feb-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Sep-2025	Contact Number	01859444955
Last Working Day	30-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	78,122	30	75,602
A.Total salary Dues			75,602

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

Additional Payment	Amount
Leave Encashment	-
Base Allowance / Field trips	1,000
DSA	-
Motor Cycle Allowance	-
Big branch Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	1,000.

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	1,020
D.Total Deduction	1,020
E.Total Payable / Receivable (A+B+C-D)	75,582

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	90,311	PF Loan (Principal)	-
Organization Contribution	90,311	PF Loan (Interest)	-
Profit on Employees Contribution	7,869		-
Profit on Organization Contribution	7,868		-
Total	196,359	Total PF Payable	-

Total Salary & Others (E)	75,582
Total Provident Fund	196,359
Total End of Service Benefit	271,941
In Words: Two Lac Seventy One Thousand Nine Hundred Forty One Taka Only.	

Prepared By: M Rahman 26/11/25

Checked By: [Signature] 26/11/25

Process and Calculation

is Audited based on supporting documents

Reviewed By: [Signature] 27/11/2025

Approved By: [Signature] 30/11/25

Ismail Hossain
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 271,941 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Two Lac Seventy One Thousand Nine Hundred Forty One Taka Only.

Receiver's Name: _____ Signature & Date: _____

checked by
ADU