

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

Reference: Shakti/ Finance /Treasury/EFS/2025/252

Date:15-02-2026

Employee Information

Employee Name:	Md. Abdul Mannan	Separation Effective Date:	06-Oct-25
Employee ID:	21525	Length of Service:	1 years 0 Months 5 Days
Post Name:	Health Coordinator	Salary paid up to:	31-Aug-25
Branch / Department:	Health	Separation Type:	Resignation
Branch / Department Code	20030103	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 2 Days
Date of joining:	1-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Sep-2025	Contact Number	01606196881
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	32,000	35	37,161
A.Total salary Dues			37,161

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	10,730
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	10,730

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	47,891

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	Total PF Payable	-

Total Salary & Others (E)	47,891
Total Provident Fund	-
Total End of Service Benefit	47,891
Forty Seven Thousand Eight Hundred Ninety One only	

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

Prepared By M. Rakon 16.02.26
Checked By [Signature] 16.02.26

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

Approved By [Signature]

Employee Acknowledgement		Receiver's Name:
BDT 47,891	received From/	
	paid To Shakti Foundation	
Forty Seven Thousand Eight Hundred Ninety One only		Signature & Date:

checked by [Signature]