

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

Reference: Shakti/ Finance /Treasury/EFS/2025/228

Date:08-02-2026

Employee Information

Employee Name:	Md. Jakaria	Separation Effective Date:	03-Jul-25
Employee ID:	16469	Length of Service:	3 years 9 Months 7 Days
Post Name:	Senior SME Officer	Salary paid up to:	31-May-25
Branch / Department:	Morjal Narsingdi	Separation Type:	Resignation
Branch / Department Code	0427	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	26-Sep-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01724840588
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	33,920	32	36,108
A.Total salary Dues			36,108

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	6,290

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	6,828
Mobile Phone Subsidy	1,440
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	8,874
E.Total Payable / Receivable (A+B+C-D)	33,524

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	42,539	PF Loan (Principal)	-
Organization Contribution	42,539	PF Loan (Interest)	-
Profit on Employees Contribution	5,227		-
Profit on Organization Contribution	5,227		-
Total	95,532	Total PF Payable	-

Total Salary & Others (E)	33,524
Total Provident Fund	95,532
Total End of Service Benefit	129,056

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rakon 08.02.26
Checked By [Signature] 08.02.26

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

Md. Abdul Halim
 Senior Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 129,056	Received From/	Signature & Date:
In Words: One Lac Twenty Nine Thousand Fifty Six Taka Only.		

checked by [Signature]