

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

Reference: Shakti/ Finance /Treasury/EFS/2026/94
Employee Information

Date:31-03-2026

Employee Name:	Md. Badruddoza Khandakar	Separation Effective Date:	20-Feb-26
Employee ID:	9157	Length of Service:	10 years 0 Months 13 Days
Post Name:	Senior Manager	Salary paid up to:	31-Jan-26
Branch / Department:	HR	Separation Type:	Resignation
Branch / Department Code	20000002	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 6 Days
Date of joining:	7-Feb-2016	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Jan-2026	Contact Number	01856784150
Last Working Day (As Per Attendance)	19-Feb-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	52,255	19	35,459
A.Total salary Dues			35,459

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	20,902	10	2	418,040
B.Total Gratuity Dues				418,040

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaan Rent	-
Income Tax	417
D.Total Deduction	417
E.Total Payable / Receivable (A+B+C-D)	453,082

Shakti Foundation (Finance)
06 APR 2026

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	132,488	PF Loan (Principal)	69,994.00
Organization Contribution	132,488	PF Loan (Interest)	3,905.00
Profit on Employees Contribution	39,609		
Profit on Organization Contribution	39,608		
Total	344,193	Total PF Payable	73,899.00

Total Salary & Others (E)	453,082
Total Provident Fund	270,294
Total End of Service Benefit	723,376

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

In Words: Seven Lac Twenty Three Thousand Three Hundred Seventy Six Taka Only.

Prepared By: *M. Rahman* 31-03-2026
Checked By: *[Signature]* 31-03-2026
Reviewed By: *[Signature]* 31-03-2026
Approved By: *[Signature]* 31-03-2026

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

Employee Acknowledgement	Receiver's Name:
BDT 723,376 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Seven Lac Twenty Three Thousand Three Hundred Seventy Six Taka Only.	

Checked by [Signature]