

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

Reference: Shakti/ Finance /Treasury/EFS/2026/318

Date:05-03-2026

**Employee Information**

Employee Name:	Arshad Uddin Khan	Separation Effective Date:	01-Oct-25
Employee ID:	19045	Length of Service:	2 years 11 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Kawtoli, B Baria	Separation Type:	Resignation
Branch / Department Code	0532	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	30-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Sep-2025	Contact Number	01581529477
Last Working Day	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	30	24,840
<b>A.Total salary Dues</b>			<b>24,840</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,500
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,569
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>22,069</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>46,909</b>

Shakti Foundation (Finance)  
12 MAR 2026  
*[Signature]*

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	28,540	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,720		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>32,260</b>	<b>Total PF Payable</b>	<b>-</b>

Process and Calculation  
is Audited based on  
supporting documents

<b>Total Salary &amp; Others (E)</b>	<b>46,909</b>
<b>Total Provident Fund</b>	<b>32,260</b>
<b>Total End of Service Benefit</b>	<b>79,169</b>

Prepared By *M. Rahman* 05/03/26  
Checked By *[Signature]* 05/03/26

*[Signature]*  
**Md. Anwarul Hoque**  
Deputy General Manager  
Assistant Auditor  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:
BDT 79,169 <input type="checkbox"/> received From: <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
Seventy Nine Thousand One Hundred Sixty Nine only	

Checked by *[Signature]*