

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

Reference: Shakti/ Finance /Treasury/EFS/2025/359

Date:20-04-2026

Employee Information

Employee Name:	Anwarul Islam	Separation Effective Date:	04-Dec-25
Employee ID:	9618	Length of Service:	9 years 6 Months 2 Days
Post Name:	Branch Manager	Salary paid up to:	31-Oct-25
Branch / Department:	Atwari Panchagarh	Separation Type:	Resignation
Branch / Department Code	0608	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	2-Jun-2016	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2017	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2025	Contact Number	01740227195
Last Working Day(As per Attendance)	3-Dec-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	42,400	33	46,503
A.Total salary Dues			46,503

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,960	10	1	169,600
B.Total Gratuity Dues				169,600

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	14,677
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	22,073

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	25,060
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	417
D.Total Deduction	25,477
E.Total Payable / Receivable (A+B+C-D)	212,699

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	100,423	PF Loan (Principal)	-
Organization Contribution	100,423	PF Loan (Interest)	-
Profit on Employees Contribution	29,114		-
Profit on Organization Contribution	29,113		-
Total	259,073	Total PF Payable	-

Total Salary & Others (E)	212,699
Total Provident Fund	259,073
Total End of Service Benefit	471,772

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

Prepared By **M. Rahman**
20-04-26

Checked By **Md. Anwarul Hoque**
20-04-26

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

Employee Acknowledgement

BDT 471,772 received From Paid To Shakti Foundation
Four Lakh Seventy One Thousand Seven Hundred Seventy Two only

Signature & Date:

Recd by
Md. Anwarul Hoque