

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

Reference: Shakti/ Finance /Treasury/EFS/2025/219

Date:15-02-2026

Employee Information

Employee Name:	Md. Ziaur Rahman	Separation Effective Date:	21-Nov-25
Employee ID:	4124	Length of Service:	15 years 3 Months 27 Days
Post Name:	Branch Manager	Salary paid up to:	30-Sep-25
Branch / Department:	Santahar Naogaon	Separation Type:	Resignation
Branch / Department Code	0078	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	25-Jul-2010	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2011	Leave without Pay (Days)	0 Days
Resignation Submission Date	22-Oct-2025	Contact Number	01723181846
Last Working Day	20-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	42,400	51	70,667
A.Total salary Dues			70,667

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	16,960	15	3	763,200
B.Total Gratuity Dues				763,200

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	11,667
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	17,563

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	10,470
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	834
D.Total Deduction	11,304
E.Total Payable / Receivable (A+B+C-D)	840,126

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	126,724	PF Loan (Principal)	-
Organization Contribution	126,724	PF Loan (Interest)	-
Profit on Employees Contribution	70,386		-
Profit on Organization Contribution	70,386		-
Total	394,220	Total PF Payable	-

Total Salary & Others (E)	840,126
Total Provident Fund	394,220
Total End of Service Benefit	1,234,346

In Words: Twelve Lac Thirty Four Thousand Three Hundred Forty Six Taka Only.

Prepared By M Rahman 15-02-2026
 Checked By [Signature] 15-02-2026

Process and Calculation is Audited based on supporting documents

Approved By [Signature] 15-02-2026
 Md. Abdul Halim, Senior Director & Head of Finance, Shakti Foundation for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 1,234,346	Received From/	
	Yaid To Shakti Foundation	
In Words: Twelve Lac Thirty Four Thousand Three Hundred Forty Six Taka Only.		Signature & Date:

checked by [Signature]