

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

Reference: Shakti/ Finance /Treasury/EFS/2026/89

Date:09-04-2026

Employee Information			
Employee Name:	Mohammed Boshir Uddin	Separation Effective Date:	01-Feb-26
Employee ID:	21850	Length of Service:	1 years 2 Months 0 Days
Post Name:	Senior Manager	Salary paid up to:	30-Nov-25
Branch / Department:	Marketing & Communication Department	Separation Type:	Resignation
Branch / Department Code	20000114	Notice Period:	0 1 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 17 Days
Date of joining:	1-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Dec-2025	Contact Number	01772181605
Last Working Day	31-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	60,000	49	94,839
<b>A.Total salary Dues</b>			<b>94,839</b>

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

Additional Payment	Amount
Due Salary (November,2025) (7 days)	14,000
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
<b>C.Total Additional Payment</b>	<b>14,000</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Meal Subsidy	1,000
Income Tax	-
<b>D.Total Deduction</b>	<b>1,000</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>107,839</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
<b>Total</b>		<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	107,839
Total Provident Fund	-
<b>Total End of Service Benefit</b>	<b>107,839</b>
In Words: One Lac Seven Thousand Eight Hundred Thirty Nine Taka Only.	

Process and Calculation  
is Audited based on  
supporting documents

Prepared By M. Rahman 09.04.26  
Checked By [Signature] 09.04.26

Employee Acknowledgement	
BDT 107,839	Received From/ Paid To Shakti Foundation
In Words: One Lac Seven Thousand Eight Hundred Thirty Nine Taka Only.	
Signature & Date:	

*checked by [Signature]*