

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

Reference: Shakti/ Finance /Treasury/EFS/2025/601

Date:26-10-2025

**Employee Information**

Employee Name:	Shadmun Shahariar	Separation Effective Date:	01/Sep/25
Employee ID:	19548	Length of Service:	2 years 3 Months 24 Days
Post Name:	Software Engineer	Salary paid up to:	31-Jul-25
Branch / Department:	IT Department -ERP Development Project	Separation Type:	Resignation
Branch / Department Code	20000005	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	8-May-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	31-Jul-2025	Contact Number	01906553188
Last Working Day	31-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,000	31	26,000
<b>A.Total salary Dues</b>			<b>26,000</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	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>-</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
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>26,000</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	12,480	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	480		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>12,960</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	26,000
<b>Total Provident Fund</b>	12,960
<b>Total End of Service Benefit</b>	<b>38,960</b>
Thirty Eight Thousand Nine Hundred Sixty Taka Only.	
Prepared By: <i>[Signature]</i> 26.10.25	Reviewed By: <i>[Signature]</i> 26.10.25
Checked By: <i>[Signature]</i> 26.10.25	Director: <i>[Signature]</i> 26.10.25

<b>Employee Acknowledgement</b>	<b>Receiver's Name:</b>
BDT 38,960 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	<b>Signature &amp; Date:</b>
In Words: Thirty Eight Thousand Nine Hundred Sixty Taka Only.	

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

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By: *[Signature]*  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

*checked by*  
*May*