

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

Date:05-04-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/111

Employee Information			
Employee Name:	Md. Idris Ali	Separation Effective Date:	10-Dec-25
Employee ID:	10109	Length of Service:	8 years 9 Months 24 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Oct-25
Branch / Department:	Sadar Naogaon	Separation Type:	Resignation
Branch / Department Code	0079	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	16-Feb-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Nov-2025	Contact Number	01927757336
Last Working Day	9-Dec-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	25,280	40	32,619
A.Total salary Dues			32,619

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,112	9	1	91,008
B.Total Gratuity Dues				91,008

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,806
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	5,000
Security Deposit	896
Security Deposit Interest	-
One Month Salary	-
C.Total Additional Payment	11,702

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	600
D.Total Deduction	1200
E.Total Payable / Receivable (A+B+C-D)	134,729

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	62,162	PF Loan (Principal)	-
Organization Contribution	62,162	PF Loan (Interest)	-
Profit on Employees Contribution	17,493		-
Profit on Organization Contribution	17,493		-
Total	159,310	Total PF Payable	-

Total Salary & Others (E)	134,729
Total Provident Fund	159,310
Total End of Service Benefit	294,039
In Words: Two Lac Ninety Four Thousand Thirty Nine Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rahman 05.04.2026
Checked By [Signature] 05.04.2026

Md. Anwarul Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	
BDT 294,039	Received From/ [] Paid To Shakti Foundation for Disadvantaged Women
In Words: Two Lac Ninety Four Thousand Thirty Nine Taka Only.	
Signature & Date:	

Accepted by [Signature]

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

10109

02. Account Holder Name:

MD. IDRIS ALI

03. Bank Account No:

115.151.217952

04. Bank Name:

Dutch-Bangla Bank Limited

05. Bank Branch Name:

Mirpur-Branch

06. Employee Mobile No:

01927757336, 01776485847




07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Artauzzaman

EIN: 04319


Signature: 

Date: 07-12-2025

Verified By Supervisor's

Name (AS): Md. Nestul Islam

EIN: 04122

Signature: 

Date: 17.12.25