Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/51 **Date:19-02-2026**

Employee Information

Employee Name:	**Md. Saiful Islam**	**Separation Effective Date:**	30-Jan-25
Employee ID:	**21102**	**Length of Service:**	0 years 6 Months 29 Days
Post Name:	Branch Manager	**Salary paid up to:**	31-Dec-24
Branch / Department:	Pakdi Madaripur	**Separation Type:**	Discontinuation of Service
Branch / Department Code	0133	**Notice Period:**	00 Month
Employment Type:	Probationary	**Notice Period Completed:**	00 Month
Date of joining:	1-Jul-2024	**Annual Leave Encashment Balance**	0 Days
Date of Confirmation:		**Leave without Pay (Days)**	0 Days
Resignation Submission Date		**Contact Number**	**01712815007**
Last Working Day	29-Jan-2025	**Email ID :**	-

Salary Information	**Amount**	**Day's**	**Amount**
Gross	36,000	16	18,581
A.Total salary Dues			**18,581**

Gratuity Information	**Basic**	**Year**	**No. of Gratuity**	**Amount**
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	**Amount**
Additional Salary	-
TA & DA / Field trips	2,065
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
SDPS	-
SDPS Interest	-
C.Total Additional Payment	2,065

Deductions	**Amount (S)**
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	15,843
Security Deposit	2,476
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
Three Days Salary Adjustment	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	**18,319**
	2,327

Shakti Foundation (Finance)
26 FEB 2026
Time: Sign:

Provident Fund

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	-		-
Total	-	**Total PF Payable**	-

Total Salary & Others (E)	2,327
Total Provident Fund	-
Total End of Service Benefit	**2,327**

In Words: Two Thousand Three Hundred Twenty Seven Taka Only.

Process and Calculation is Audited based on supporting documents
Md. Asgarul Haque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Prepared By 19.02.2026 Checked By Reviewed By Approved By

Employee Acknowledgement

BDT 2,327 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Two Thousand Three Hundred Twenty Seven Taka Only.

Receiver's Name:

Signature & Date:

Checked by