

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

Reference: Shakti/ Finance /Treasury/EFS/2025/258

Date: 17-02-26

**Employee Information**

Employee Name:	Md. Noor Salam	Separation Effective Date:	06-Nov-25
Employee ID:	15116	Length of Service:	5 years 0 Months 12 Days
Post Name:	S.Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Boalia Rajshahi	Separation Type:	Resignation
Branch / Department Code	0058	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	25-Oct-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01734817464
Last Working Day	5-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	28,219	36	32,922
<b>A.Total salary Dues</b>			<b>32,922</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,288	5	1	56,440
<b>B.Total Gratuity Dues</b>				<b>56,440</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,250
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,401</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>108,763</b>

Shakti Foundation (Finance)  
RECEIVED  
24 FEB 2026  
Time

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	44,547	PF Loan (Principal)	30,222.00
Organization Contribution	44,547	PF Loan (Interest)	790.00
Profit on Employees Contribution	8,103		-
Profit on Organization Contribution	8,103		-
<b>Total</b>	<b>105,300</b>	<b>Total PF Payable</b>	<b>31,012.00</b>

Process and Calculation  
is Audited based on  
supporting documents

Total Salary & Others (E)	108,763
Total Provident Fund	74,288
<b>Total End of Service Benefit</b>	<b>183,051</b>

One Lac Eighty Three Thousand Fifty One Taka Only.  
Prepared By: *[Signature]* 17.02.26  
Checked By: *[Signature]* 17.02.26

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

Approved: *[Signature]*  
Md. Akmal Haflm  
Senior Director &  
Head of Finance  
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement	
BDT 183,051 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name:
In Words: One Lac Eighty Three Thousand Fifty One Taka Only.	Signature & Date:

Checked by *[Signature]*