

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/07

Date:08-01-2026

Employee Information

Employee Name:	Md. Zahirul Islam	Separation Effective Date:	06-Oct-25
Employee ID:	13399	Length of Service:	6 years 6 Months 18 Days
Post Name:	Branch Manager	Salary paid up to:	31-Aug-25
Branch / Department:	Santikunjo Tangail	Separation Type:	Resignation
Branch / Department Code	0328	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	18-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01763098505
Last Working Day	5-Oct-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	46,448	35	53,940
A.Total salary Dues			53,940

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	18,579	7	1	130,053
B.Total Gratuity Dues				130,053

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	15,129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	4,000
Security Deposit	26,000
Security Deposit Interest	4,661
Over Time (March & April,2025)	-
C.Total Additional Payment	49,790

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	417
D.Total Deduction	417
E.Total Payable / Receivable (A+B+C-D)	233,366

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	98,398	PF Loan (Principal)	-
Organization Contribution	98,398	PF Loan (Interest)	-
Profit on Employees Contribution	19,786		-
Profit on Organization Contribution	19,786		-
Total	236,368	Total PF Payable	-

Total Salary & Others (E)	233,366
Total Provident Fund	236,368
Total End of Service Benefit	469,734
In Words: Four Lac Sixty Nine Thousand Seven Hundred Thirty Four Taka Only.	

Prepared By: *M. Rahman* 08.01.26
Checked By: *08.01.26*
Reviewed By: *08.01.26*
Approved By: *08.01.26*

Employee Acknowledgement	Receiver's Name:
BDT 469,734 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: Four Lac Sixty Nine Thousand Seven Hundred Thirty Four Taka Only.	

checked by
08.01.26

Process and Calculation
is Audited based on
supporting documents

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

MD. ABDUL HALIM
Senior Director & Head of Finance
Shakti Foundation for Disadvantaged Women