

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

Date:12-03-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/330

Employee Information

Employee Name:	Muhammad Mahfuzur Rahman	Separation Effective Date:	05-Jan-26
Employee ID:	15207	Length of Service:	5 years 1 Months 22 Days
Post Name:	Accountant	Salary paid up to:	30-Nov-25
Branch / Department:	Sonagazi Feni	Separation Type:	Resignation
Branch / Department Code	0241	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	14-Nov-2020	Annual Leave Encashment Balance	5 Days
Date of Confirmation:	1-May-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Dec-2025	Contact Number	01923655680
Last Working Day	4-Jan-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	29,858	35	33,711
A. Total salary Dues			33,711

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,943	5	1	59,715
B. Total Gratuity Dues				59,715

Additional Payment	Amount
Leave Encashment	4,976
TA & DA / Field trips	2,823
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,689
Over Time (March & April,2025)	-
C. Total Additional Payment	25,488

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D. Total Deduction	600
E. Total Payable / Receivable (A+B+C-D)	118,314

Shakti Foundation (Private)
15 MAR 2026

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	51,748	PF Loan (Principal)	-
Organization Contribution	51,748	PF Loan (Interest)	-
Profit on Employees Contribution	9,228		-
Profit on Organization Contribution	9,227		-
Total	121,951	Total PF Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	118,314
Total Provident Fund	121,951
Total End of Service Benefit	240,265
Two Lakh Forty Thousand Two Hundred Sixty Five only	

Prepared By M. Rahman
12.03.26

Checked By [Signature]
12.03.26

Reviewed By [Signature]
15.3.26

Approved [Signature]
15.03.26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 240,265	Received From/ Paid To Shakti Foundation
Two Lakh Forty Thousand Two Hundred Sixty Five only	

Receiver's Name:
Signature & Date:

Checked by [Signature]