

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

Reference: Shakti/ Finance /Treasury/EFS/2025/290

Date: 26-02-2026

Employee Information

Employee Name:	Md. Shawkat Alam	Separation Effective Date:	04-Nov-25
Employee ID:	18944	Length of Service:	3 years 0 Months 19 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Badarkhali Coxsbazar	Separation Type:	Resignation
Branch / Department Code:	0306	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	16-Oct-2022	Annual Leave Encashment Balance:	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days):	0 Days
Resignation Submission Date:	5-Oct-2025	Contact Number:	01638360923
Last Working Day:	3-Nov-2025	Email ID:	

Salary Information	Amount	Day's	Amount
Gross	28,336	34	31,170
A.Total salary Dues			31,170

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,950
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,650
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	2,608
Over Time (March & April,2025)	-
C.Total Additional Payment	24,958

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)	55,528

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30,935	PF Loan (Principal)	-
Organization Contribution	30,935	PF Loan (Interest)	-
Profit on Employees Contribution	3,948		-
Profit on Organization Contribution			-
Total	65,818	Total PF Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	55,528
Total Provident Fund	69,766
Total End of Service Benefit	125,294

One Lakh Twenty Five Thousand Two Hundred Ninety Four only

Prepared By M. Rahman 26.02.26
Checked By [Signature] 26.02.26

[Signature]
Md. Anwarul Haque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 125,294 received from [] and To Shakti Foundation
One Lakh Twenty Five Thousand Two Hundred Ninety Four only

Receiver's Name:
Signature & Date:

Shakti Foundation (Fin. Dept)
01 MAR 2026
Time: []

checked by
[Signature]