

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

Reference: Shakti/ Finance /Treasury/EFS/2026/69

Date:05-03-2026

Employee Information

Employee Name:	Md. Sohel Rana	Separation Effective Date:	20-Jan-26
Employee ID:	17752	Length of Service:	3 years 8 Months 4 Days
Post Name:	ICT Support Engineer	Salary paid up to:	30-Nov-25
Branch / Department:	Information Technology	Separation Type:	Resignation
Branch / Department Code	20000005	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	16-May-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	21-Dec-2025	Contact Number	01717863668
Last Working Day	19-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	38,016	50	61,316
A.Total salary Dues			61,316

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

Additional Payment	Amount
Leave Encashment	6,336
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Additional One Month Salary	-
C.Total Additional Payment	6,336

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	11,149
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Meal Subsidy	-
Income Tax	-
D.Total Deduction	11,848
E.Total Payable / Receivable (A+B+C-D)	55,804

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	38,581	PF Loan (Principal)	-
Organization Contribution	38,581	PF Loan (Interest)	-
Profit on Employees Contribution	3,879		-
Profit on Organization Contribution	3,879		-
Total	84,920	Total PF Payable	-

Total Salary & Others (E)	55,804
Total Provident Fund	84,920
Total End of Service Benefit	140,724

In Words: One Lac Forty Thousand Seven Hundred Twenty Four Taka Only.

Prepared By M. Rahman 05.03.26
Checked By [Signature] 05.03.26

10.3.26
Md. Anwarul Hoque
Deputy General Manager,
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

10.3.26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:	Signature & Date:
BDT 140,724		
In Words: One Lac Forty Thousand Seven Hundred Twenty Four Taka Only.		

*checked by
AAH*