

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

Reference: Shakti/ Finance /Treasury/EFS/2025/226

Date:03-02-2026

**Employee Information**

Employee Name:	Md. Abdul Karim	Separation Effective Date:	09-Oct-25
Employee ID:	03338	Length of Service:	15 years 11 Months 13 Days
Post Name:	Branch Support Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Microfinance	Separation Type:	Resignation
Branch / Department Code	10010001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	26-Oct-2009	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2011	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Sep-2025	Contact Number	01944541915
Last Working Day	8-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	38,224	38	48,088
<b>A.Total salary Dues</b>			<b>48,088</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	15,290	16	3	733,920
<b>B.Total Gratuity Dues</b>				<b>733,920</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	11,070
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>16,966</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
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>798,974</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	117,623	PF Loan (Principal)	-
Organization Contribution	117,623	PF Loan (Interest)	-
Profit on Employees Contribution	64,743		-
Profit on Organization Contribution	64,743		-
<b>Total</b>	<b>364,732</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	798,974
<b>Total Provident Fund</b>	364,732
<b>Total End of Service Benefit</b>	<b>1,163,706</b>

In Words: Eleven Lac Sixty Three Thousand Seven Hundred Six Taka Only.

Prepared By M. Rahman  
03.02.2026

Checked By [Signature]

Reviewed By [Signature]

Approved By [Signature]

**Employee Acknowledgement**

BDT 1,163,706 ☐ received From/ ☐ paid To Shakti Foundation for Disadvantaged Women

Receiver's Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

In Words: Eleven Lac Sixty Three Thousand Seven Hundred Six Taka Only.

**Process and Calculation  
is Audited based on  
supporting documents**

**Md. Anisul Haque**  
Deputy General Coordinator  
Assistant Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

*Checked by*  
*[Signature]*