

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:03-02-2026

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

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
A.Total salary Dues			48,088

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

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

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	798,974

Provident Fund	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		-
Total	364,732	Total PF Payable	-

Total Salary & Others (E)	798,974
Total Provident Fund	364,732
Total End of Service Benefit	1,163,706
In Words: Eleven Lac Sixty Three Thousand Seven Hundred Six Taka Only.	

Employee Acknowledgement	<p>Prepared By <u>03/02/2026</u> Checked By <u>03/02/2026</u></p> <p>1,163,706 BDT Received From/ Paid To Shakti Foundation</p> <p>In Words: Eleven Lac Sixty Three Thousand Seven Hundred Six Taka Only.</p>	<p><i>Process and Calculation is Audited based on supporting documents</i></p> <p><i>Md. Ariful Haque</i> Reviewed By Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women</p> <p>Receiver's Name:</p> <p>Signature & Date:</p>	<p>Approved By Md. Abdul Halim Senior Director & Head of Finance Shakti Foundation for Disadvantaged Women</p>
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Checked by
Md. Ariful Haque