

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

Reference: Shakti/ Finance /Treasury/EFS/2025/208

Date:08-02-2026

**Employee Information**

Employee Name:	Md. Ataulah	Separation Effective Date:	11-Nov-25
Employee ID:	18883	Length of Service:	3 years 1 Months 9 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Bhanga Faridpur	Separation Type:	Resignation
Branch / Department Code	0201	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	2-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Oct-2025	Contact Number	01772350641
Last Working Day	10-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	41	33,120
<b>A.Total salary Dues</b>			<b>33,120</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	2,649
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>24,399</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	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>56,919</b>



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30,374	PF Loan (Principal)	-
Organization Contribution	30,374	PF Loan (Interest)	-
Profit on Employees Contribution	3,927		-
Profit on Organization Contribution	3,926		-
<b>Total</b>	<b>68,601</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	56,919
<b>Total Provident Fund</b>	68,601
<b>Total End of Service Benefit</b>	<b>125,520</b>

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

Prepared By Md. Anwarul Hoque 08-02-26  
Checked By [Signature] 08-02-26

Approved by Md. Abdul Haiim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women  
08-02-26

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

Employee Acknowledgement	Receiver's Name:
BDT 125,520 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
One Lakh Twenty Five Thousand Five Hundred Twenty only	

*Checked by*  
[Signature]