

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/374

Date:29-04-2026

Employee Information

Employee Name:	Md. Abu Hanif	Separation Effective Date:	06/Feb/26
Employee ID:	10736	Length of Service:	8 years 6 Months 5 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Dec-25
Branch / Department:	Kabirajhat Dinajpur	Separation Type:	Resignation
Branch / Department Code	0414	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Aug-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Jan-2026	Contact Number	01744946898
Last Working Day(As per Attendance)	5-Feb-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	31,450	36	37,066
A.Total salary Dues			37,066

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,580	9	1	113,220
B.Total Gratuity Dues				113,220

Additional Payment	Amount
Leave Encashment	5,242
TA & DA / Field trips	5,304
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	16,442

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)	166,128

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	70,877	PF Loan (Principal)	-
Organization Contribution	70,877	PF Loan (Interest)	-
Profit on Employees Contribution	19,587		-
Profit on Organization Contribution	19,586		-
Total	180,927	Total PF Payable	-

Total Salary & Others (E)	166,128
Total Provident Fund	180,927
Total End of Service Benefit	347,055
Three lakh forty seven thousand fifty five only	

Process and Calculation
is verified based on
supporting documents

Prepared By: Ima 20-04-26 Checked By: 29.04.26 Reviewed By: 25.5.26

Approved: Ms. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement BDT 347,055 ☐ Received From/ ☐ Paid To Shakti Foundation Three lakh forty seven thousand fifty five only	Receiver's Name: Signature & Date:
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Checked by
Ima

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

10736

02. Account Holder Name:

Md. Abu Hanif

03. Bank Account No:

2111030211621

04. Bank Name:

D.B.B.L

05. Bank Branch Name:

Pallabi Dhaka

06. Employee Mobile No:

01744946898

07. Employee Name & Signature:

Md. Abu Hanif

Hanif
Md. Abu Hanif
Senior MFO
EIN-10736
Shoku Foundation

Verified By Supervisor's

Name (BM): Alamgir Hossen

EIN: 14705

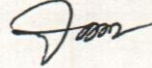
Signature: 

Date: 21-2-26

Verified By Supervisor's

Name (AS): Md. Alamgir Hossen

EIN: 04787

Signature: 

Date: 02-03-26