

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/515

Date:13-10-2025

Employee Information

Employee Name:	Md. Rashedunnabi Badhun	Separation Effective Date:	29-Sep-25
Employee ID:	15436	Length of Service:	4 years 8 Months 27 Days
Post Name:	Assistant General Manager	Salary paid up to:	31-Jul-25
Branch / Department:	Micro-Finance	Separation Type:	Resignation
Branch / Department Code	10010001	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	2-Jan-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	27-Aug-2025	Contact Number	01717038218
Last Working Day	28-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	69,576	59	134,514
A.Total salary Dues			134,514

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

Additional Payment	Amount
Saving Drive Incentive	6,500
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	6,500

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	980
D.Total Deduction	980
E.Total Payable / Receivable (A+B+C-D)	140,034

Provident Fund	
Particular (S)	Amount (S)
Employees Contribution	96,029
Organization Contribution	96,029
Profit on Employees Contribution	11,912
Profit on Organization Contribution	11,911
Total	215,881
	Total PF Payable
	-

Total Salary & Others (E)	140,034
Total Provident Fund	215,881
Total End of Service Benefit	355,915

In Words: Three Lac Fifty Five Thousand Nine Hundred Fifteen Taka Only.

Process and Calculation

Prepared By M. Rashedunnabi 13/10/25
Checked By [Signature] 13/10/25

is Addition based on
Supporting Documents
Director

Md. Abdul Wahid
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women
Approved By

Employee Acknowledgement

BDT 355,915 Received From/ Paid To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:

Signature & Date:

In Words: Three Lac Fifty Five Thousand Nine Hundred Fifteen Taka Only.