

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/745

Date:21-12-2025

Employee Information

Employee Name:	Md. Joynal Abedin	Separation Effective Date:	15-Sep-25
Employee ID:	10854	Length of Service:	8 years 0 Months 5 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Sadar Munshiganj	Separation Type:	Resignation
Branch / Department Code	0035	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	10-Sep-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2018	Leave without Pay (Days)	0 Days
Resignation Submission Date	14-Sep-2025	Contact Number	01743474895
Last Working Day	14-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	28,080	14	13,104
A.Total salary Dues			13,104

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	8	1	89,856
B.Total Gratuity Dues				89,856

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	2,100
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
C.Total Additional Payment	7,996

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	4,535
Mobile Phone Subsidy	2,204
Security Deposit	-
Security Deposit Interest	-
One Month Salary	28,080
Abashon Rent	300
Income Tax	-
D.Total Deduction	35,119
E.Total Payable / Receivable (A+B+C-D)	75,837

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	66,201	PF Loan (Principal)	-
Organization Contribution	66,201	PF Loan (Interest)	-
Profit on Employees Contribution	16,214		-
Profit on Organization Contribution	16,213		-
Total	164,829	Total PF Payable	-

Total Salary & Others (E)	75,837
Total Provident Fund	164,829
Total End of Service Benefit	240,666

In Words: Two Lac Forty Thousand Six Hundred Sixty Six Taka Only.

Prepared By M. Rahman 21.12.25
Checked By [Signature] 21.12.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By [Signature]
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Md. Abdur Rahman
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 240,666 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Two Lac Forty Thousand Six Hundred Sixty Six Taka Only.

checked by
[Signature]