

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/725

Date:09-12-2025

Employee Information

Employee Name:	Md. Maruf Kamal	Separation Effective Date:	04-Sep-25
Employee ID:	14588	Length of Service:	5 years 7 Months 16 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Bera Pabna	Separation Type:	Resignation
Branch / Department Code	0178	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	19-Jan-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2020	Leave without Pay (Days)	15 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01751004252
Last Working Day	3-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,560	34	30,316
A.Total salary Dues			30,316

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,024	6	1	66,144
B.Total Gratuity Dues				66,144

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,950
Lunch Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	12,000
Over Time (March & April,2025)	2,151
C.Total Additional Payment	19,101

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	114,961

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	48,936	PF Loan (Principal)	8,328.00
Organization Contribution	48,936	PF Loan (Interest)	770.00
Profit on Employees Contribution	8,049		-
Profit on Organization Contribution	8,048		-
Total	113,969	Total PF Payable	9,098.00

Total Salary & Others (E)	114,961
Total Provident Fund	104,871
Total End of Service Benefit	219,832

In Words: Two Lac Nineteen Thousand Eight Hundred Thirty Two Taka Only.

Process and Calculation
Is Audited based on
supporting documents

Prepared By M Rahman
09.12.25

Checked By

Reviewed By

Kamrul Hasan
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 219,832 ☐ Received From/ ☐ Paid To Shakti Foundation.
In Words: Two Lac Nineteen Thousand Eight Hundred Thirty Two Taka Only.

Signature & Date:

Checked by
AAH

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

14588

02. Account Holder Name:

MD. MARUF KAMAL

03. Bank Account No:

211030299903

04. Bank Name:

Dutch Bangla Bank Ltd.

05. Bank Branch Name:

Mirpur Branch

06. Employee Mobile No:

01751-004252

07. Employee Name & Signature:

MD. Maruf Kamal Khan

Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


31.09.25
Md. Maruf Kamal
Area Supervisor
Shakti Foundation


Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date:

Rabin Roy
01982

22/10/25
Rabin Roy (01962)
Area Supervisor
Shakti Foundation