

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/721

Date:02-12-2025

Employee Information

Employee Name:	Md. Karimul Islam	Separation Effective Date:	08-Aug-25
Employee ID:	12552	Length of Service:	6 years 10 Months 23 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Fulbaria-Debiganj Panchagarh	Separation Type:	Resignation
Branch / Department Code	0606	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	16-Sep-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Jul-2025	Contact Number	01738099802
Last Working Day	7-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,080	38	34,421
A.Total salary Dues			34,421

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	7	1	78,624
B.Total Gratuity Dues				78,624

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,516
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	13,500
Security Deposit Interest	2,419
Over Time (March & April,2025)	-
C.Total Additional Payment	21,435

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)	133,880

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	54,919	PF Loan (Principal)	4,000.00
Organization Contribution	54,919	PF Loan (Interest)	484.00
Profit on Employees Contribution	11,611		-
Profit on Organization Contribution	11,610		-
Total	133,059	Total PF Payable	4,484.00

Total Salary & Others (E)	133,880
Total Provident Fund	128,575
Total End of Service Benefit	262,455

In Words: Two Lac Sixty Two Thousand Four Hundred Fifty Five Taka Only.

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

Prepared By Md. Karimul Islam 02/12/25
Checked By [Signature] 02/12/25

Reviewed By [Signature] 03/12/25
Director Legal Department

Approved [Signature] 03/12/25
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 262,455 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Two Lac Sixty Two Thousand Four Hundred Fifty Five Taka Only.

checked by Md. Karimul Islam

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

12532

02. Account Holder Name:

Md. Karimul Islam

03. Bank Account No:

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04. Bank Name:

Dutch bangla Bank plc

05. Bank Branch Name:

Dakshin Khan SME Dhaka North

06. Employee Mobile No:

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07. Employee Name & Signature:

Md. Karimul Islam

Verified By Supervisor's

Name (BM): MD. ABDUS SALAM

EIN: 09607

Signature: 

Date: 22-2-25

Verified By Supervisor's

Name (AS): MD. ZIAUR RAHMAN

EIN: 21726

Signature: 

Date: 23-9-25