

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

Reference: Shakti/ Finance /Treasury/EFS/2025/233

Date:10-02-2026

Employee Information

| | | | |
|-----------------------------|-------------------------------|---------------------------------|--------------------------|
| Employee Name: | Abdul Malek | Separation Effective Date: | 23-Oct-25 |
| Employee ID: | 15345 | Length of Service: | 4 years 9 Months 21 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 31-Aug-25 |
| Branch / Department: | Citycentre-Syedpur Nilphamari | Separation Type: | Resignation |
| Branch / Department Code | 0076 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | 1 Months 1 Days |
| Date of joining: | 2-Jan-2021 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Jul-2021 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 22-Sep-2025 | Contact Number | 01749255038 |
| Last Working Day | 22-Oct-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 25,229 | 52 | 43,133 |
| A.Total salary Dues | | | 43,133 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 7,694 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | - |
| Security Deposit | 12,000 |
| Security Deposit Interest | 2,120 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 21,814 |

| 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) | 64,347 |



| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 42,083 | PF Loan (Principal) | - |
| Organization Contribution | 42,083 | PF Loan (Interest) | - |
| Profit on Employees Contribution | 5,867 | | - |
| Profit on Organization Contribution | 5,867 | | - |
| Total | 95,900 | Total PF Payable | - |

| | |
|---|----------------|
| Total Salary & Others (E) | 64,347 |
| Total Provident Fund | 95,900 |
| Total End of Service Benefit | 160,247 |
| In Words: One Lac Sixty Thousand Two Hundred Forty Seven Taka Only. | |

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

Prepared By *M. Rahman* 10-02-2026
Checked By *[Signature]* 15-02-2026

Md. Anisur Hoque
Deputy General Coordinator
Assistant Audit & Tax Department
Shakti Foundation for Disadvantaged Women

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

| Employee Acknowledgement | Receiver's Name: |
|--|-------------------|
| BDT 160,247 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation | Signature & Date: |
| In Words: One Lac Sixty Thousand Two Hundred Forty Seven Taka Only. | |

Checked by [Signature]