

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

Reference: Shakti/ Finance /Treasury/EFS/2025/643

Date:13-11-2025

**Employee Information**

Employee Name:	Asim Sarker	Separation Effective Date:	07-Nov-25
Employee ID:	21775	Length of Service:	0 years 11 Months 6 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Vatara Dhaka	Separation Type:	Resignation
Branch / Department Code	0005	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	1-Dec-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Oct-2025	Contact Number	01724239912
Last Working Day	6-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,000	37	27,600
A.Total salary Dues			27,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
Over Time ( March & April,2025)	-
C.Total Additional Payment	17,850

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	450
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	16,050
E.Total Payable / Receivable (A+B+C-D)	29,400

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	4,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	42		-
Profit on Organization Contribution	-		-
Total	4,642	Total PF Payable	-

Total Salary & Others (E)	29,400
Total Provident Fund	4,642
Total End of Service Benefit	34,042

Thirty Four Thousand Forty Two Taka Only.

Prepared By 13/11/25 Checked By 13/11/25

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

Reviewed By 13/11/25  
Kamrul Hasan

Md. Abdul Hayim  
Senior Director  
Head of Office  
Shakti Foundation  
for Disadvantaged Women  
Approved By

**Employee Acknowledgement**

BDT 34,042 Received From ☐ Paid To Shakti Foundation ☐

In Words: Thirty Four Thousand Forty Two Taka Only.

Signature & Date: \_\_\_\_\_

checked by 13/11/25