

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

Date:11-12-2025

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/733

Employee Information		Separation Effective Date:	04-Sep-25
Employee Name:	Md. Abul Kalam	Length of Service:	6 years 11 Months 1 Days
Employee ID:	12616	Salary paid up to:	31-Jul-25
Post Name:	Senior Microfinance Officer	Separation Type:	Resignation
Branch / Department:	Sadar Pabna	Notice Period:	01 Month
Branch / Department Code	0074	Notice Period Completed:	1 Months 0 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	3-Oct-2018	Leave without Pay (Days)	1 Days
Date of Confirmation:	1-Apr-2019	Contact Number	01737215453
Resignation Submission Date	4-Aug-2025	Email ID :	-
Last Working Day	3-Sep-2025		

Salary Information	Amount	Day's	Amount
Gross	27,560	34	30,316

**A.Total salary Dues**

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,024	7	1	77,168

**B.Total Gratuity Dues**

Additional Payment	Amount
Additional Payment	-
TA & DA / Field trips	4,950
Retirement Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	750
Distance Allowance	13,500
Security Deposit	2,419
Security Deposit Interest	-
Over Time ( Nov,2025)	21,619

**C.Total Additional Payment**

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	600
Abashon Rent	-
Income Tax	600
<b>D.Total Deduction</b>	<b>128,503</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)			
Employees Contribution	56,587	PF Loan (Principal)	-
Organization Contribution	56,587	PF Loan (Interest)	-
Profit on Employees Contribution	11,737		-
Profit on Organization Contribution	11,737		-
<b>Total</b>	<b>136,648</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	128,503
Total Provident Fund	136,648
Total End of Service Benefit	265,151
In Words: Two Lac Sixty Five Thousand One Hundred Fifty One Taka Only.	

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

Prepared By M. Rahman 11.12.25  
Checked By [Signature] 11.12.25

Reviewed By [Signature] 14/12/2025  
Director

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

**Employee Acknowledgement**

BDT 265,151 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

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

checked by [Signature]