

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

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

Salary Information	Amount	Day's	Amount
Gross	27,560	34	30,316
			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	4,950
TA & DA / Field trips	-
Retirement Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha 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

D. Total Deduction

E. Total Payable / Receivable (A+B+C-D)	128,503
---	---------

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

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  
supporting documents

Rahmen  
Prepared By 11/12/25

11/12/25  
Checked By

14/12/2025  
Reviewed By Md. Abdul Halim  
Md. Abdul Halim  
Internal Audit & Legal Department  
Shakti Foundation For Disadvantaged Women

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

Employee Acknowledgement

BDT 265,151	Received From/	Aid To Shakti Foundation	Internal Audit & Legal Department Shakti Foundation For Disadvantaged Women Receiver's Name:
In Words: Two Lac Sixty Five Thousand One Hundred Fifty One Taka Only.			

Signature & Date:

checked by  
MOT