

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

Reference: Shakti/ Finance /Treasury/EFS/2025/243

Date: 15-02-25

**Employee Information**

Employee Name:	K.M. Maruful Alam	Separation Effective Date:	12-Oct-25
Employee ID:	14868	Length of Service:	5 years 3 Months 11 Days
Post Name:	Area Supervisor	Salary paid up to:	30-Sep-25
Branch / Department:	Narayanganj Bandar	Separation Type:	Dismiss
Branch / Department Code	0055	Notice Period:	0 Days
Employment Type:	Permanent	Notice Period Completed:	0 Days
Date of joining:	1-Jul-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01711279267
Last Working Day	11-Oct-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	21,755	11	7,720
<b>A.Total salary Dues</b>			<b>7,720</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	206
<b>D.Total Deduction</b>	<b>18,510</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>(10,996)</b>

Shakti Foundation (Finance)  
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24 FEB 2025  
*[Signature]*

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	102,399	PF Loan (Principal)	36,662.00
Organization Contribution	102,399	PF Loan (Interest)	2,205.00
Profit on Employees Contribution	19,756		-
Profit on Organization Contribution	19,755		-
<b>Total</b>	<b>244,309</b>	<b>Total PF Payable</b>	<b>38,867.00</b>

<b>Total Salary &amp; Others (E)</b>	(10,996)
<b>Total Provident Fund</b>	205,442
<b>Total End of Service Benefit</b>	194,446
One Lac Ninety Four Thousand Four Hundred Forty Six Taka Only.	

Process and Calculation  
is Audited based on  
supporting documents

Prepared By: *[Signature]* 16.02.26  
Checked By: *[Signature]* 16.02.26

*[Signature]*  
**Md. Ansarul Hoque**  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*[Signature]*  
**Md. Abul Halim**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 194,446 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: One Lac Ninety Four Thousand Four Hundred Forty Six Taka Only.	

*checked by [Signature]*