

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/544

Date:29-10-2025

Employee Information

Employee Name:	Md. Asaduzzaman	Separation Effective Date:	04-Aug-25
Employee ID:	19606	Length of Service:	2 years 2 Months 17 Days
Post Name:	Area Supervisor	Salary paid up to:	30-Jun-25
Branch / Department:	Jhenaidah	Separation Type:	Resignation
Branch / Department Code	50010045	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	18-May-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01728585715
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	53,000	34	58129
A.Total salary Dues			58,129

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	10,968
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	10,968

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	250
D.Total Deduction	250
E.Total Payable / Receivable (A+B+C-D)	68,847

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	38,840	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,583		-
Profit on Organization Contribution	-		-
Total	41,423	Total PF Payable	-

Total Salary & Others (E)	68,847
Total Provident Fund	41,423
Total End of Service Benefit	110,270

In Words: One Lac Ten Thousand Two Hundred Seventy Taka Only.

Prepared By M. Rahman 29.10.25
Checked By 29.10.25

Process and Calculation
is Audited based on
supporting documents

Reviewed By Kamrul Hasan 29/10/2025
Director

Approved By Md. Faruk Hossain
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 110,270 ☐ Received From/ ☐ Paid To Shakti Foundation

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Signature & Date:

In Words: One Lac Ten Thousand Two Hundred Seventy Taka Only.

Checked by
M. Rahman

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

19606

02. Account Holder Name:

Md: Asaduzzaman

03. Bank Account No:

0120321598201

04. Bank Name:

Community Bank

05. Bank Branch Name:

MIRZAPUR

06. Employee Mobile No:

(01728-585715

07. Employee Name & Signature: Md: Asaduzzaman



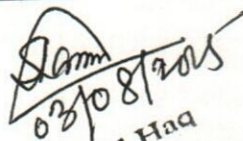
Verified By Supervisor's

Name (BM):

EIN:

Signature:

Date:


03/08/2015
Md. Shamsul Haq
EIN-08228
Assistant Region Head
Shakti Foundation

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: