

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

Reference: Shakti/ Finance /Treasury/EFS/2025/648

Date:16-11-2025

**Employee Information**

Employee Name:	S.M Abul Kalam Azad	Separation Effective Date:	04-Aug-25
Employee ID:	17524	Length of Service:	3 years 4 Months 8 Days
Post Name:	Area Supervisor	Salary paid up to:	30-Jun-25
Branch / Department:	Hemayetpur Savar	Separation Type:	Resignation
Branch / Department Code	50010100	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	27-Mar-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01712450115
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	54,000	34	59,226
<b>A.Total salary Dues</b>			<b>59,226</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	20,968
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>	<b>20,968</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	250
<b>D.Total Deduction</b>	<b>250</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>79,944</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	58,880	PF Loan (Principal)	-
Organization Contribution	58,880	PF Loan (Interest)	-
Profit on Employees Contribution	5,761		-
Profit on Organization Contribution	5,761		-
<b>Total</b>	<b>129,282</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	79,944
<b>Total Provident Fund</b>	129,282
<b>Total End of Service Benefit</b>	<b>209,226</b>
Two Lakh Nine Thousand Two Hundred Twenty Six only	

**Prepared By** M. Rahman **13.11.25** **Checked By** [Signature] **16.11.25**  
**Reviewed By** [Signature] **17/11/25**  
**Approved By** [Signature] **18/11/25**  
**Director** [Signature]  
**Internal Audit and Legal Department**  
**Shakti Foundation for Disadvantaged Women**

**Employee Acknowledgement**  
 BDT 209,226 ☐ received From/ ☐ paid To Shakti Foundation  
**Receiver's Name:** \_\_\_\_\_  
**Signature & Date:** \_\_\_\_\_  
 Two Lakh Nine Thousand Two Hundred Twenty Six only

checked by [Signature]



# Employee Personal Bank Account Information

## Required Information

01. Employee EIN :

17524

02. Account Holder Name:

S. M. ABUL KALAM AZAD

03. Bank Account No:

1052044480001

04. Bank Name:

BRAC BANK

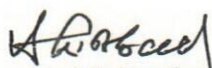
05. Bank Branch Name:

HEMAYATPUR BRANCH

06. Employee Mobile No:

01712-450115

07. Employee Name & Signature

  
Abul Kalam Azad  
Hemayetpur Area (SME)  
EIN-17524  
Shakti Foundation  
Saver Region Dhaka

Verified By Supervisor's

Name (BM): R.H. Md. Rakib Ali

EIN: 01213

Signature:



Date:

3.08.25

Verified By Supervisor's

Name (AS):

EIN:

Signature:

Date: