

Shakti Foundation For Disadvantaged Women

Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/567

Date:09-11-2025

Employee Information

Employee Name:	Abdul Aziz	Separation Effective Date:	03-Jul-25
Employee ID:	8771	Length of Service:	10 years 0 Months 5 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Abdullapur Dhaka	Separation Type:	Resignation
Branch / Department Code	0375	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Jun-2015	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2017	Leave without Pay (Days)	0 Days
Resignation Submission Date	2-Jun-2025	Contact Number	01754361321
Last Working Day	2-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,080	32	29,892
A.Total salary Dues			29,892

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	10	2	224,640
B.Total Gratuity Dues				224,640

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,790
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	750
Security Deposit	5,000
Security Deposit Interest	896
Others	-
C.Total Additional Payment	11,436

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	46,927
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
VTS Tracker	2,000
D.Total Deduction	48,927
E.Total Payable / Receivable (A+B+C-D)	217,041

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	66,895	PF Loan (Principal)	-
Organization Contribution	66,895	PF Loan (Interest)	-
Profit on Employees Contribution	19,825		-
Profit on Organization Contribution	19,825		-
Total	173,440	Total PF Payable	-

Total Salary & Others (E)	217,041
Total Provident Fund	173,440
Total End of Service Benefit	390,481
In Words: Three Lac Ninety Thousand Four Hundred Eighty One Taka Only.	

Prepared By: *M. Rahman* 09.11.25
 Checked By: *20/11/25*

Reviewed By: *Kamrul Hasan* 19/11/25

Approved By: *Md. Abdullah*
 Senior Director
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement	Receiver's Name
BDT 390,481 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Three Lac Ninety Thousand Four Hundred Eighty One Taka Only.	

checked by
 09/11/25

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

08774

02. Account Holder Name:

ABDUL AZIZ

03. Bank Account No:

1063223430001

04. Bank Name:


BZAC Bank

05. Bank Branch Name:

BZAC Bank Keraniganj Dhaka

06. Employee Mobile No:

101754361321


Abdul AZIZ 

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Masud Rana

EIN: 15279

Signature: 

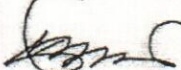
Date: 27/06/2025

Md. Masud Rana
Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Imran Hossain

EIN: 07459

Signature: 

Date: 26/06/2025

Md. Imran Hossain
Area Supervisor
Shakti Foundation