

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

Reference: Shakti/ Finance /Treasury/EFS/2025/547

Date:29-10-2025

**Employee Information**

Employee Name:	Md. Abdul Malek	Separation Effective Date:	29-Aug-25
Employee ID:	21236	Length of Service:	1 years 0 Months 28 Days
Post Name:	Area Supervisor	Salary paid up to:	30-Jun-25
Branch / Department:	Dhaka Savar	Separation Type:	Resignation
Branch / Department Code	50010004	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Aug-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	29-Jul-2025	Contact Number	01949671451
Last Working Day	28-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	50,000	59	95161
<b>A.Total salary Dues</b>			<b>95,161</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	19,032
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,032</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	540
<b>D.Total Deduction</b>	<b>540</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>113,653</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	10,000	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	228		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>10,228</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>113,653</b>
<b>Total Provident Fund</b>	<b>10,228</b>
<b>Total End of Service Benefit</b>	<b>123,881</b>

In Words: One Lac Twenty Three Thousand Eight Hundred Eighty One Taka Only.

Prepared By M Rahman 29-10-25  
Checked By [Signature] 29-10-25  
Reviewed By Kamrul Hasan 29/10/2025  
Approved By [Signature]

**Employee Acknowledgement**

BDT 123,881 ☐ Received From/ ☐ Paid To Shakti Foundation  
In Words: One Lac Twenty Three Thousand Eight Hundred Eighty One Taka Only.

Process and Calculation  
is Audited based on  
supporting documents

Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women

Signature & Date:

checked by  
[Signature]

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