

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

Reference: Shakti/ Finance /Treasury/EFS/2025/205

Date:12-01-2026

**Employee Information**

Employee Name:	Md. Asadul Haque	Separation Effective Date:	07-Nov-25
Employee ID:	13366	Length of Service:	6 years 7 Months 24 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Sadar Nilphamari	Separation Type:	Resignation
Branch / Department Code	0229	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	14-Mar-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Oct-2025	Contact Number	01751844498
Last Working Day	6-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,847	37	34,616
<b>A.Total salary Dues</b>			<b>34,616</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,538	7	1	80,766
<b>B.Total Gratuity Dues</b>				<b>80,766</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	13,500
Security Deposit Interest	2,419
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>21,319</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>136,101</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	54,694	PF Loan (Principal)	-
Organization Contribution	54,694	PF Loan (Interest)	-
Profit on Employees Contribution	10,291		-
Profit on Organization Contribution	10,291		-
<b>Total</b>	<b>129,970</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	136,101
<b>Total Provident Fund</b>	129,970
<b>Total End of Service Benefit</b>	<b>266,071</b>

Two Lakh Sixty Six Thousand Seventy One only

Prepared By M. Rahman 12-01-26  
Checked By [Signature] 12-01-26

**Process and Calculation  
is Audited based on  
supporting documents**

**Anisul Hossain**  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

**Approved by**  
**Md. Asadul Haque**  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 266,071 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Two Lakh Sixty Six Thousand Seventy One only

**Shakti Foundation (Finance)**  
**14 JAN 2026**  
Time:                      Sign: [Signature]

checked by [Signature]