

Shakti Foundation For Disadvantaged Women  
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/699

Date:21-12-2025

## Employee Information

Employee Information		Separation Effective Date:	12-Sep-25
Employee Name:	Asraful Alam	Length of Service:	5 years 9 Months 26 Days
Employee ID:	14390	Salary paid up to:	31-Aug-25
Post Name:	Senior Microfinance Officer	Separation Type:	Resignation
Branch / Department:	Taragonj Rangpur	Notice Period:	01 Month
Branch / Department Code	0423	Notice Period Completed:	0 Months 8 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	17-Nov-2019	Leave without Pay (Days)	30 Days
Date of Confirmation:	1-Jul-2020	Contact Number	01710141568
Resignation Submission Date	4-Sep-2025	Email ID :	
Last Working Day	11-Sep-2025		

Salary Information	Amount	Day's	Amount
Gross	26,402	11	9,681
<b>A. Total salary Dues</b>			<b>9,681</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,561	6	1	63,366
<b>B.Total Gratuity Dues</b>				<b>63,366</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,650
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
One Month Salary	26,402
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>42,203</b>

Deductions	Amount (S)
Financial Misappropriation	
Motorcycle Loan	
Mobile Phone Handset Loan	
Mobile Phone Subsidy	
Security Deposit	
Security Deposit Interest	
One Month Salary	26,402
Abashon Rent	300
Income Tax	
<b>D.Total Deduction</b>	26,702
<b>E.Total Payable / Receivable (A+B+C-D)</b>	88,548

### Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	48,493	PF Loan (Principal)	-
Organization Contribution	48,493	PF Loan (Interest)	-
Profit on Employees Contribution	8,051		
Profit on Organization Contribution	8,050		
<b>Total</b>	<b>113,087</b>	<b>Total PF Payable</b>	

Total Salary & Others (E)	Process and Calculation	88,548
Total Provident Fund	is Audited based on	113,087
Total End of Service Benefit	supporting documents	201,631
Two Lakh One Thousand Six Hundred Thirty Five only		✓ 12/25/2018

Prepared By 21-12-25

Checked By

Reviewed By 22/12/2015

~~12-2025~~  
Approved by  
Mr. Abdul Hafiz  
General Director &  
Head of Finance  
of Foundation  
for Advantaged Women

Employee Acknowledgement		Internal Audit Department Shakti Foundation for Human Development	Receiver's Name Shakti Foundation for Human Development	Signature & Date:
BDT	201,635	Received From/	Aid To Shakti Foundation	
Two Lakh One Thousand Six Hundred Thirty Five only				

checked by  
May