

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date:21-12-2025

Employee Information

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

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

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

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)	-
C.Total Additional Payment	42,203

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	-
D.Total Deduction	26,702
E.Total Payable / Receivable (A+B+C-D)	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		-
Total	113,087	Total PF Payable	-

Total Salary & Others (E)	88,548
Total Provident Fund	113,087
Total End of Service Benefit	201,635

Two Lakh One Thousand Six Hundred Thirty Five only

Prepared By M Rahman 21/12/25
Checked By [Signature] 21/12/25

Process and Calculation
is Audited based on
supporting documents

Reviewed By [Signature] 22/12/2025
Kamrul Hasan

Approved By [Signature] 22/12/25
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 201,635	Received From/	Signature & Date:	
Two Lakh One Thousand Six Hundred Thirty Five only			

Checked by [Signature]