

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/596

Date:25-11-2025

Employee Information

Employee Name:	Md. Shovan Ahmed	Separation Effective Date:	13-Feb-25
Employee ID:	17487	Length of Service:	2 years 10 Months 24 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-01-25
Branch / Department:	Sadar Manikganj	Separation Type:	Resignation
Branch / Department Code	0055	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 8 Days
Date of joining:	20-Mar-22	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-Jul-22	Leave without Pay (Days)	0 Days
Resignation Submission Date	05-Feb-25	Contact Number	01750690309
Last Working Day	12-Feb-25	Email ID :	0

Salary Information	Amount	Day's	Amount
Gross	26,220	12	11,237
A.Total salary Dues			11,237

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
B.Total Gratuity Dues				-

Additional Payment	Amount
Leave Encashment	4,370
Base Allowance / Field trips	1,929
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Protection Allowance	-
Distance Allowance	-
Security Deposit	1,500
Security Deposit Interest	-
Others Allowance /Additional Salary-2 Month	-
C.Total Additional Payment	7,799

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	26,220
Others -Due to Audit objection	300
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	26,520
	(7,484)

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	27,495	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	3,630		-
Profit on Organization Contribution	-		-
Total	31,125	Total PF Payable	-

Total Salary & Others (E)	(7,484)
Total Provident Fund	31,125
Total End of Service Benefit	23,641
In Words: Twenty Three Thousand Six Hundred Forty One Taka Only.	

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

Prepared By M. Rahman 25.11.25
Checked By [Signature] 25.11.25

Reviewed By [Signature] 26/11/25

Approved By [Signature] 30.11.25
Md. Tarek Hossain
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 23,641 ☐ Received From/

☐ To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Three Thousand Six Hundred Forty One Taka Only.

checked by [Signature]