

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/632

Date:10-11-2025

Employee Information

Employee Name:	ABM Nazmus Sahadat	Separation Effective Date:	11/Sep/25
Employee ID:	6239	Length of Service:	12 years 10 Months 7 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Dashuria Pabna	Separation Type:	Resignation
Branch / Department Code	0546	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	4-Nov-2012	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2013	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Aug-2025	Contact Number	01728944680
Last Working Day	10-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,620	41	38,160
A.Total salary Dues			38,160

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,448	13	2	297,648
B.Total Gratuity Dues				297,648

Additional Payment	Amount
General Incentive	2,000
TA & DA / Field trips	6,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	5,000
Security Deposit Interest	896
Over Time (March & April,2025)	-
C.Total Additional Payment	13,896

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	349,104

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	85,917	PF Loan (Principal)	17,513.00
Organization Contribution	85,917	PF Loan (Interest)	2,135.00
Profit on Employees Contribution	39,955		-
Profit on Organization Contribution	39,955		-
Total	251,744	Total PF Payable	19,648.00

Total Salary & Others (E)	349,104
Total Provident Fund	232,096
Total End of Service Benefit	581,200

Five Lac Eighty One Thousand Two Hundred Taka Only.

Prepared By *[Signature]* 10.11.25

Checked By *[Signature]* 10.11.25

Reviewed By *[Signature]* 10/11/25

[Signature]
Md. Abdul Wahid
Senior Director
Head of Finance
Shakti Foundation
for Disadvantaged Women

Approved By

Employee Acknowledgement

BDT 581,200 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Five Lac Eighty One Thousand Two Hundred Taka Only.

Process and Calculation
Is Audited based on
supporting documents

[Signature]
Kamrul Hasan
Director
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

checked by
ABM

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

06239

02. Account Holder Name:

A.B.M Nazmus Schedat

03. Bank Account No:

5744010000309

04. Bank Name:

Rupali Bank

05. Bank Branch Name:

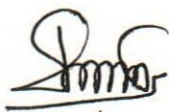
Tomalhale Bazar Natore

06. Employee Mobile No:

01728-944680

06239

07. Employee Name & Signature:

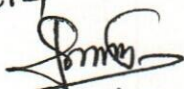


Verified By Supervisor's

Name (BM): Md. Habibur Rohman

EIN: 03114

Signature:



Date:

09.09.2025

Md. Habibur Rohman
EIN-03114
Branch Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): MD. Asequeur Rahman

EIN: 06680

Signature:



Date:

09.09.25

Md. Asequeur Rahman
Area Supervisor
Pabna Area
Shakti Foundation