

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

Reference: Shakti/ Finance /Treasury/EFS/2025/671

Date:25-11-2025

**Employee Information**

Employee Name:	Md. Nur Amin	Separation Effective Date:	03/Sep/25
Employee ID:	13039	Length of Service:	6 years 8 Months 0 Days
Post Name:	Branch Manager	Salary paid up to:	31-Jul-25
Branch / Department:	Nalitabari Sherpur	Separation Type:	Resignation
Branch / Department Code	0236	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	3-Jan-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01729663333
Last Working Day	2-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	45,112	33	48,119
<b>A.Total salary Dues</b>			<b>48,119</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	18,045	7	1	126,315
<b>B.Total Gratuity Dues</b>				<b>126,315</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	14,467
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	28,000
Over Time ( March & April,2025)	5,019
<b>C.Total Additional Payment</b>	<b>47,486</b>

Deductions	Amount (S)
VTs Device Deduction	-
Motorcycle Loan	2,000
Mobile Phone Handset Loan	10,110
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>417</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>12,527</b>
	<b>209,393</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	100,683	PF Loan (Principal)	-
Organization Contribution	100,683	PF Loan (Interest)	-
Profit on Employees Contribution	21,890		-
Profit on Organization Contribution	21,890		-
<b>Total</b>	<b>245,146</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	209,393
<b>Total Provident Fund</b>	245,146
<b>Total End of Service Benefit</b>	<b>454,539</b>
Four Lac Fifty Four Thousand Five Hundred Thirty Nine Taka Only.	

*Process and Calculation  
is Audited based on  
supporting documents*

Prepared By [Signature] 25.11.25  
Checked By [Signature] 25.11.25

Reviewed By [Signature] 26/11/25  
Kamrul Hossain

Approved By [Signature] 26.11.25  
Md. Asmat Hossain  
Joint Director &  
Head of Treasury  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 454,539 Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Four Lac Fifty Four Thousand Five Hundred Thirty Nine Taka Only.

*checked by  
[Signature]*