

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

Reference: Shakti/ Finance /Treasury/EFS/2025/689

Date:21-12-2025

**Employee Information**

Employee Name:	Md. Abu Hanif	Separation Effective Date:	21-Feb-25
Employee ID:	19559	Length of Service:	1 years 9 Months 14 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jan-25
Branch / Department:	Khilpara, Noakhali	Separation Type:	Resignation
Branch / Department Code	0525	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 3 Days
Date of joining:	7-May-2023	Annual Leave Encashment Balance	5 Days
Date of Confirmation:	1-Aug-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	18-Feb-2025	Contact Number	01637828397
Last Working Day	20-Feb-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,380	20	17,414
<b>A.Total salary Dues</b>			<b>17,414</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	4,063
TA & DA / Field trips	1,429
DSA	-
Motor Cycle Allowance	1,786
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	1,500
Security Deposit	15,000
Security Deposit Interest	2,034
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>25,812</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	24,380
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>24,680</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>18,546</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	16,485	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,612		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>(18,097)</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	18,546
<b>Total Provident Fund</b>	18,097
<b>Total End of Service Benefit</b>	<b>36,643</b>
Thirty Six Thousand Nine Hundred Thirty Four only	

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

Prepared By M. Rahman 21-12-25  
Checked By [Signature] 21-12-25

Reviewed By [Signature] 22/12/2025

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

**Employee Acknowledgement**

BDT 36,643 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

Thirty Six Thousand Nine Hundred Thirty Four only

*checked by  
H401*