

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

Date:21-12-2025

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

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
A.Total salary Dues			17,414

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

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)	-
C.Total Additional Payment	25,812

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	-
D.Total Deduction	24,680
E.Total Payable / Receivable (A+B+C-D)	18,546

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	-	-	-
Total	18,097	Total PF Payable	-

Total Salary & Others (E)	18,546
Total Provident Fund	16,097
Total End of Service Benefit	36,643
Thirty Six Thousand Nine Hundred Thirty Four only	

Employee Acknowledgement

BDT 36,643	Received From/	Paid To Shakti Foundation	Receiver's Name:
Thirty Six Thousand Nine Hundred Thirty Four only			Signature & Date:

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

21/12/25
Md. Abdul Hallim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

*checked by
M. A. H.*