

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

Reference: Shakti/ Finance /Treasury/EFS/2025/631

Date:10-11-2025

**Employee Information**

|                             |                             |                                 |                           |
|-----------------------------|-----------------------------|---------------------------------|---------------------------|
| Employee Name:              | Md. Abul Kalam              | Separation Effective Date:      | 03/Sep/25                 |
| Employee ID:                | 6623                        | Length of Service:              | 12 years 6 Months 24 Days |
| Post Name:                  | Senior Microfinance Officer | Salary paid up to:              | 31-Jul-25                 |
| Branch / Department:        | Signboard Narayanganj       | Separation Type:                | Resignation               |
| Branch / Department Code    | 0023                        | Notice Period:                  | 01 Month                  |
| Employment Type:            | Permanent                   | Notice Period Completed:        | 0 Months 30 Days          |
| Date of joining:            | 10-Feb-2013                 | Annual Leave Encashment Balance | 0 Days                    |
| Date of Confirmation:       | 1-Jul-2014                  | Leave without Pay (Days)        | 0 Days                    |
| Resignation Submission Date | 4-Aug-2025                  | Contact Number                  | 01735380497               |
| Last Working Day            | 2-Sep-2025                  | Email ID :                      | -                         |

| Salary Information         | Amount | Day's | Amount        |
|----------------------------|--------|-------|---------------|
| Gross                      | 29,566 | 33    | 31,537        |
| <b>A.Total salary Dues</b> |        |       | <b>31,537</b> |

| Gratuity Information         | Basic  | Year | No. of Gratuity | Amount         |
|------------------------------|--------|------|-----------------|----------------|
| Gratuity                     | 11,826 | 13   | 2               | 307,476        |
| <b>B.Total Gratuity Dues</b> |        |      |                 | <b>307,476</b> |

| Additional Payment                | Amount        |
|-----------------------------------|---------------|
| Leave Encashment                  | -             |
| TA & DA / Field trips             | 4,800         |
| DSA                               | -             |
| Motor Cycle Allowance             | -             |
| Ancholik Allowance                | -             |
| Shurakkha Bhata                   | -             |
| Due Distance Allowance            | 750           |
| Security Deposit                  | 4,000         |
| Security Deposit Interest         | 716           |
| Over Time ( March & April,2025)   | -             |
| <b>C.Total Additional Payment</b> | <b>10,266</b> |

| Deductions                                    | Amount (S)     |
|---|----------------|
| Financial Misappropriation                    | -              |
| Motorcycle Loan                               | -              |
| Mobile Phone Handset Loan                     | -              |
| Mobile Phone Subsidy                          | -              |
| Security Deposit                              | -              |
| Security Deposit Interest                     | -              |
| One Month Salary                              | -              |
| Abashon Rent                                  | -              |
| Income Tax                                    | -              |
| <b>D.Total Deduction</b>                      | <b>-</b>       |
| <b>E.Total Payable / Receivable (A+B+C-D)</b> | <b>349,279</b> |

| Provident Fund                      |                |                         |            |
|-------------------------------------|----------------|-------------------------|------------|
| Particular (S)                      | Amount (S)     | Particular (S)          | Amount (S) |
| Employees Contribution              | 79,122         | PF Loan (Principal)     | -          |
| Organization Contribution           | 79,122         | PF Loan (Interest)      | -          |
| Profit on Employees Contribution    | 29,631         |                         | -          |
| Profit on Organization Contribution | 29,631         |                         | -          |
| <b>Total</b>                        | <b>217,506</b> | <b>Total PF Payable</b> | <b>-</b>   |

|  |                |
|--|----------------|
| <b>Total Salary &amp; Others (E)</b>                             | 349,279        |
| <b>Total Provident Fund</b>                                      | 217,506        |
| <b>Total End of Service Benefit</b>                              | <b>566,785</b> |
| Five Lac Sixty Six Thousand Seven Hundred Eighty Five Taka Only. |                |

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

Md. Abul Kalam  
Senior Microfinance Officer  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women  
Approved By

Prepared By 10.11.25 Checked By 10.11.25

Reviewed By 10.11.25

**Employee Acknowledgement**

BDT 566,785 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Five Lac Sixty Six Thousand Seven Hundred Eighty Five Taka Only.

checked by  
MDU