

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

Reference: Shakti/ Finance /Treasury/EFS/2025/348

Date:11-04-2026

Employee Information

Employee Name:	Md. Ariful Haque	Separation Effective Date:	11-Dec-25
Employee ID:	19680	Length of Service:	2 years 5 Months 17 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Birgonj Dinajpur	Separation Type:	Resignation
Branch / Department Code	0405	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	24-Jun-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Nov-2025	Contact Number	01723464565
Last Working Day(As per Attendance)	10-Dec-2025	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	25,300	40	33,461
A.Total salary Dues			33,461

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,952
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,899
Over Time (March & April,2025)	-
C.Total Additional Payment	22,851

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	56,312

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	22,172	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,022		-
Profit on Organization Contribution	-		-
Total	24,194	Total PF Payable	-

Total Salary & Others (E)	56,312
Total Provident Fund	24,194
Total End of Service Benefit	80,506
Eighty Thousand Five Hundred Six only	

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

Prepared By Md. Ariful Haque 11.04.2026
Checked By [Signature] 11.04.2026

Md. Ariful Haque
General Manager
Asst. General Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved [Signature]
Md. Asadul Haque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 80,506 Received From/ Paid To Shakti Foundation

Eighty Thousand Five Hundred Six only

Receiver's Name:
Signature & Date:

*checked by
[Signature]*

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

১৯৬৬০

02. Account Holder Name:

শ্রী: আব্বিযুল হক

03. Bank Account No:

1621510465916

04. Bank Name:

D.B.B.L

05. Bank Branch Name:

রঙ্গপুর,

06. Employee Mobile No:

০১৭২৩-৪৬৪৫৬৫


শ্রী: আব্বিযুল হক

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MOST BULBUL BOORAM

EIN: ০৭২৭৩

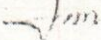
Signature: 

Date: 10-12-2025

Verified By Supervisor's

Name (AS): Md. Alomgir Hossain

EIN: ০৭২৮৭

Signature: 

Date: 10-12-2025