

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

Reference: Shakti/ Finance /Treasury/EFS/2025/209  
Employee Information

Date:28-01-2026

Employee Name:	Md. Asadujjaman	Separation Effective Date:	29-Jul-25
Employee ID:	15459	Length of Service:	4 years 6 Months 5 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Mikepatti Jashore	Separation Type:	Resignation
Branch / Department Code	0064	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 6 Days
Date of joining:	24-Jan-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	23-Jun-2025	Contact Number	01718016461
Last Working Day	28-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,729	58	47,065
<b>A.Total salary Dues</b>			<b>47,065</b>

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	8,565
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	1,500
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>24,216</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>70,681</b>

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	36,412	PF Loan (Principal)	-
Organization Contribution	36,412	PF Loan (Interest)	-
Profit on Employees Contribution	5,079	-	-
Profit on Organization Contribution	5,079	-	-
<b>Total</b>	<b>82,982</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	70,681
Total Provident Fund	82,982
Total End of Service Benefit	153,663
In Words: One Lac Fifty Three Thousand Six Hundred Sixty Three Taka Only.	

Prepared By <i>Md. Asadujjaman</i> <i>28-01-26</i>	Checked By <i>Md. Ansaruzzaman</i> <i>28-01-26</i>	Receiver's Name:
BDT 153,663	Received From/ Paid To Shakti Foundation	Signature & Date:

In Words: One Lac Fifty Three Thousand Six Hundred Sixty Three Taka Only.

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

*Md. Ansaruzzaman*  
Deputy General Manager  
Assistant Audit Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*15/01/2026*

Approved By *Md. Abdul Hafiz*  
Head of Finance &  
Shakti Foundation  
for Disadvantaged Women