

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date:28-01-2026

Employee Information

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
A.Total salary Dues			47,065

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

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

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	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	70,681

Provident Fund

Particular (S)	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		-
Total	82,982	Total PF Payable	-

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 Md. Asadujjaman 28-01-26
Checked By Md. Asadujjaman

Process and Calculation
is Audited based on
supporting documents

Md. Ansarul
Deputy General Manager
Assistant Director
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 153,663 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

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

checked by
MAY