

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/356

Date:13-08-2025

Employee Information

Employee Name:	Md. Mustakim	Separation Effective Date:	04-Aug-25
Employee ID:	19152	Length of Service:	2 years 8 Months 15 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Dohar Dhaka	Separation Type:	Resignation
Branch / Department Code	0156	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	20-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01717192471
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	34	27,244
A.Total salary Dues			27,244

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

Additional Payment	Amount
Security Allowance & Field Trips	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Deu Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	2,509
C.Total Additional Payment	22,444

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	49,088

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	25,712	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,416		-
Profit on Organization Contribution	-		-
Total	28,128	Total PF Payable	-

Total Salary & Others (E)	49,088
Total Provident Fund	28,128
Total End of Service Benefit	77,216
In Words: Seventy Seven Thousand Two Hundred Sixteen Taka Only.	

Prepared By: M. Rahman 13.08.25

Checked By: [Signature] 13.08.25

Approved: [Signature] 13.08.25

Head of Finance & Treasury
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 77,216 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Seventy Seven Thousand Two Hundred Sixteen Taka Only.

Receiver's Name: _____

Signature & Date: _____

checked by [Signature]