

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

Reference: Shakti/ Finance /Treasury/EFS/2025/360

Date:20-04-2026

Employee Information

Employee Name:	Md. Ali Ajar	Separation Effective Date:	07-Nov-25
Employee ID:	21573	Length of Service:	1 years 0 Months 11 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Khajurabazar Jashore	Separation Type:	Resignation
Branch / Department Code	0399	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	27-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Oct-2025	Contact Number	01908203128
Last Working Day(As per Attendance)	6-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	37	27,600
A.Total salary Dues			27,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	604
Over Time (March & April,2025)	-
C.Total Additional Payment	18,004

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle 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)	45,604

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	5,520	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	247		-
Profit on Organization Contribution	-		-
Total	5,767	Total PF Payable	-

Total Salary & Others (E)	45,604
Total Provident Fund	5,767
Total End of Service Benefit	51,371
In Words: Fifty One Thousand Three Hundred Seventy One Taka Only.	

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

Prepared By M. Rabon 20.04.26
Checked By Arifur Hoque 20.04.26

Employee Acknowledgement
BDT 51,371 received From/ Paid To Shakti Foundation for Disadvantaged Women
In Words: Fifty One Thousand Three Hundred Seventy One Taka Only.

Signature & Date:

checked by Arifur Hoque