

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date: 11-12-25

Reference: Shakti/ Finance /Treasury/EFS/2025/683

Employee Information		Separation Effective Date:	06-Oct-25
Employee Name:	Bulbul Ahamed	Length of Service:	2 years 5 Months 27 Days
Employee ID:	19513	Salary paid up to:	31-Aug-25
Post Name:	Microfinance Officer	Separation Type:	Resignation
Branch / Department:	Rakhaila, Raipur	Notice Period:	01 Month
Branch / Department Code	0564	Notice Period Completed:	1 Months 2 Days
Employment Type:	Permanent	Annual Leave Encashment Balance	0 Days
Date of joining:	9-Apr-2023	Leave without Pay (Days)	0 Days
Date of Confirmation:	1-Jul-2023	Contact Number	01843626525
Resignation Submission Date	4-Sep-2025	Email ID :	-
Last Working Day	5-Oct-2025		

Salary Information	Amount	Day's	Amount
Gross	25,378	35	29,471

A.Total salary Dues

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-

B.Total Gratuity Dues

Additional Payment	Amount
Leave Encashment	5,226
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	750
Due Distance Allowance	15,000
Security Deposit	2,113
Security Deposit Interest	-
Over Time (March & April,2025)	23,089

C.Total Additional Payment

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	52,560
E.Total Payable / Receivable (A+B+C-D)	

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Particular (S)			
Employees Contribution	25,007	PF Loan (Principal)	-
Organization Contribution	1,869	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	26,876	Total PF Payable	-

Total Salary & Others (E)	52,560
Total Provident Fund	26,876
Total End of Service Benefit	79,436
Seventy Nine Thousand Four Hundred Thirty Six Taka Only.	

Prepared By: *[Signature]* 11.12.25
Checked By: *[Signature]* 11.12.25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By: *[Signature]*
Director

Md. Abdul Karim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 79,436 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seventy Nine Thousand Four Hundred Thirty Six Taka Only.

checked by
[Signature]