

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date: 11-12-25

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

Employee Information

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

Salary Information	Amount	Day's	Amount
Gross	25,378	35	29,471
A.Total salary Dues			29,471

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

Total Salary & Others (E)	Process and Calculation	52,560
Total Provident Fund	Is Audited based on	26,876
Total End of Service Benefit	supporting documents	79,436
Seventy Nine Thousand Four Hundred Thirty Six Taka Only.		

Prepared By	Checked By	Reviewed By	Signature & Date:
Employee Acknowledgement	Received From/	Paid To Shakti Foundation	Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women Receiver's Name:

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

Md. Abul Kader
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
MDT