

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/663

Date:25-11-2025

Employee Information

Employee Name:	Md. Obaidul Islam	Separation Effective Date:	31/Dec/24
Employee ID:	19131	Length of Service:	2 years 1 Months 18 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-24
Branch / Department:	Brahmanpara Cumilla	Separation Type:	Resignation
Branch / Department Code	0442	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 19 Days
Date of joining:	13-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	12-Dec-2024	Contact Number	01834481267
Last Working Day	30-Dec-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,520	30	22,761
A.Total salary Dues			22,761

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	3,387
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	1,523
C.Total Additional Payment	19,910

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	23,520
Income Tax	-
D.Total Deduction	23,520
E.Total Payable / Receivable (A+B+C-D)	19,151

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	19,793	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,443		-
Profit on Organization Contribution	-		-
Total	21,236	Total PF Payable	-

Total Salary & Others (E)	19,151
Total Provident Fund	21,236
Total End of Service Benefit	40,387

Forty Thousand Three Hundred Eighty Seven Taka Only.

Prepared By 25-11-25 Checked By 25-11-25

Process and Calculation
Is Audited based on
supporting documents

Reviewed By 26/11/25

Approved By 30-11-25
Md. Ismail Hossain
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 40,387 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:
Signature & Date:

In Words: Forty Thousand Three Hundred Eighty Seven Taka Only.

checked by
MD