

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

Reference: Shakti/ Finance /Treasury/EFS/2025/694

Date: 21-12-25

**Employee Information**

Employee Name:	Md. Zafor Ali	Separation Effective Date:	29-Aug-25
Employee ID:	20986	Length of Service:	1 years 2 Months 28 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Nobigonj-Bandar Narayanganj	Separation Type:	Resignation
Branch / Department Code	0109	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 9 Days
Date of joining:	1-Jun-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Aug-2025	Contact Number	01775067543
Last Working Day	28-Aug-2025	Payment Account:	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	28	20,774
<b>A.Total salary Dues</b>			<b>20,774</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,065
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
One Month Salary	23,000
<b>C.Total Additional Payment</b>	<b>42,978</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	8,155
Mobile Phone Subsidy	1,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,000
Abashon Rent	300
Income Tax	-
<b>D.Total Deduction</b>	<b>33,154</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>30,598</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	245	-	-
Profit on Organization Contribution	-	-	-
<b>Total</b>	<b>8,525</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	30,598
<b>Total Provident Fund</b>	8,525
<b>Total End of Service Benefit</b>	<b>39,123</b>
Thirty Nine Thousand One Hundred Twenty Three Taka Only.	

Prepared By [Signature] 21.12.25  
Checked By [Signature] 21.12.25

Process and Calculation  
is Audited based on  
supporting documents

Reviewed By [Signature] 22/12/2025

[Signature]  
Mr. Abdul Hossain  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

Employee Acknowledgement	
BDT 39,123 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Receiver's Name: _____ Signature & Date: _____
In Words: Thirty Nine Thousand One Hundred Twenty Three Taka Only.	

checked by [Signature]