

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 |
| A.Total salary Dues | | | 20,774 |

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

| 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 |
| C.Total Additional Payment | 42,978 |

| 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 | - |
| D.Total Deduction | 33,154 |
| E.Total Payable / Receivable (A+B+C-D) | 30,598 |

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 | - | - | - |
| Total | 8,525 | Total PF Payable | - |

| | | |
|--|---|---------------|
| Total Salary & Others (E) | Process and Calculation | 30,598 |
| Total Provident Fund | | 8,525 |
| Total End of Service Benefit | | 39,123 |
| Thirty Nine Thousand One Hundred Twenty Three Taka Only. | is Audited based on supporting documents | |

Prepared By

Checked By

Reviewed By

Mr. Abdul Razim
Sohor, Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

| | | | |
|--|----------------|---------------------------|---|
| BDT 39,123 | Received From/ | Paid To Shakti Foundation | Internal Audit Department Shakti Foundation for Disadvantaged Women |
| In Words: Thirty Nine Thousand One Hundred Twenty Three Taka Only. | | | Receiver's Name: Signature & Date: |

Received by
M. M. M.