

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

Reference: Shakti/ Finance /Treasury/EFS/2025/283

Date: 12-03-26

Employee Information

Employee Name:	Mst. Halima Akter	Separation Effective Date:	03-Dec-25
Employee ID:	13957	Length of Service:	6 years 3 Months 8 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Bissonath shyllat	Separation Type:	Resignation
Branch / Department Code	0490	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	25-Aug-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2020	Leave without Pay (Days)	59 Days
Resignation Submission Date	3-Nov-2025	Contact Number	01734368816
Last Working Day	2-Dec-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	28,080	32	29,892
A.Total salary Dues			29,892

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	11,232	6	1	67,392
B.Total Gratuity Dues				67,392

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,129
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,277
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	17,557

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	-
E.Total Payable / Receivable (A+B+C-D)	114,841

Shakti Foundation (Finance)
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[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	51,151	PF Loan (Principal)	-
Organization Contribution	51,151	PF Loan (Interest)	-
Profit on Employees Contribution	10,296		-
Profit on Organization Contribution	10,296		-
Total	122,894	Total PF Payable	-

Process and Calculation
is Approved based on
supporting documents

Total Salary & Others (E)	114,841
Total Provident Fund	122,894
Total End of Service Benefit	237,735
Two Lac Thirty Seven Thousand Seven Hundred Thirty Five Taka Only.	

Prepared By: *[Signature]* 12.03.26
Checked By: *[Signature]* 12.03.26
Reviewed By: *[Signature]* 12.03.26

App. *[Signature]* 12/03/26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 237,735 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Two Lac Thirty Seven Thousand Seven Hundred Thirty Five Taka Only.	Signature & Date:

Checked by [Signature]