

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

Reference: Shakti/ Finance /Treasury/EFS/2026/82

Date:08-03-2026

Employee Information

Employee Name:	Rima Akter	Separation Effective Date:	06-Nov-25
Employee ID:	21196	Length of Service:	1 years 3 Months 10 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Gazibari-Tongi Gazipur	Separation Type:	Dismissal
Branch / Department Code	0020	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	27-Jul-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01994757527
Last Working Day	5-Nov-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000		3,067
A.Total salary Dues			3,067

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	160
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	836
One Month Salary	-
C.Total Additional Payment	16,263

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	4,535
Mobile Phone Subsidy	1,699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	6,234
E.Total Payable / Receivable (A+B+C-D)	13,096

Provident Fund


Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	9,200	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	430		
Profit on Organization Contribution	-		
Total	9,630	Total PF Payable	-

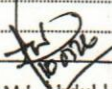
Total Salary & Others (E)	13,096
Total Provident Fund	9,630
Total End of Service Benefit	22,726

In Words: Twenty Two Thousand Seven Hundred Twenty Six Taka Only.

Prepared By M. Halim 08.03.26

Checked By [Signature] 08.03.26


Md. Saifur Hoque
 Deputy General Manager
 Assistant Audit & Internal Audit
 Coordinator Legal Department
 Shakti Foundation for Disadvantaged Women


Md. Abdul Halim
 Senior Director & Head of Finance
 Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 22,726 received From/ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Twenty Two Thousand Seven Hundred Twenty Six Taka Only.

Checked by [Signature]