

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/506

Date:30-06-2026

Employee Information

Employee Name:	Soma Rani Dey	Separation Effective Date:	03-May-26
Employee ID:	18368	Length of Service:	3 years 8 Months 20 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Apr-26
Branch / Department:	Trishal Mymensingh	Separation Type:	Dismiss
Branch / Department Code	60010339	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	13-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	0176068736
Last Working Day(As per Attendance)	3-Mar-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross / Basic	11,648	2	751
A.Total salary Dues			751

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

Additional Payment	Amount
Due Salary	116
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Death Benefit & Emp.Welfare	116
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	232

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
14 days TA & DA / Field trips	904
14 Days Shurakkha Bhata	542
Eid Ul Fitr Bonus	5,824
Pahela Baishakh Bonus	1,164
Abashon Rent	-
Income Tax	-
D.Total Deduction	8,434
E.Total Payable / Receivable (A+B+C-D)	(7,451)



Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	40,590	PF Loan (Principal)	-
Organization Contribution	40,590	PF Loan (Interest)	-
Profit on Employees Contribution	4,408		-
Profit on Organization Contribution	4,407		-
Total	89,995	Total PF Payable	-

Total Salary & Others (E)	(7,451)
Total Provident Fund	89,995
Total End of Service Benefit	82,544
Ninety Thousand Eight Hundred Sixty Two only	

Prepared By M Rahman 30.06.26

Checked By [Signature] 30.06.26

Reviewed By Md. Shahid Ali 30.6.26

Approved By [Signature] 30.6.26

Employee Acknowledgement

BDT 82,544 ☐ Received From/ ☐ Paid To Shakti Foundation

Ninety Thousand Eight Hundred Sixty Two only

Signature & Date: _____

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved By Md. Abdul Haim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women