

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

Reference: Shakti/ Finance /Treasury/EFS/2026/17  
Employee Information

Date:14-01-2026

Employee Name:	Ashraf Uddin	Separation Effective Date:	26-Oct-25
Employee ID:	23189	Length of Service:	0 years 0 Months 7 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	00-00-00
Branch / Department:	Chandraganj Lakshmipur	Separation Type:	Discontinuation of Service
Branch / Department Code	0454	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	19-Oct-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01859139530
Last Working Day	26-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	8	4,645
<b>A.Total salary Dues</b>			<b>4,645</b>

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>15,452</b>

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>20,097</b>

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

Total Salary & Others (E)	20,097
Total Provident Fund	-
Total End of Service Benefit	-
In Words: Twenty Thousand Ninety Seven Taka Only.	20,097

Employee Acknowledgement	Internal Audit and Legal Department Shakti Foundation For Disadvantaged Women
BDT 20,097 Received From: <b>Shakti Foundation (Finance)</b> In Words: Twenty Thousand Ninety Seven Taka Only.	Receiver's Name: Signature & Date:

*Process and Calculation  
is Audited based on  
supporting documents*

*Reviewed By:  
Khalidul Hasan  
Director*

*Approved By:  
Md. Abdur Rahman  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women*

18 JAN 2023

Time

Sign

checked by  
Rahman