

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

Reference: Shakti/ Finance /Treasury/EFS/2026/02

Date:13-01-2026

**Employee Information**

Employee Name:	Md. Rabiul Islam	Separation Effective Date:	11-Aug-25
Employee ID:	20062	Length of Service:	1 years 10 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Sonagazi Feni	Separation Type:	Resignation
Branch / Department Code	0241	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	30-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Mar-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Jul-2025	Contact Number	01732991506
Last Working Day	10-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,300	41	32,645
<b>A.Total salary Dues</b>			<b>32,645</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	5,807
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	2,500
Security Deposit	15,000
Security Deposit Interest	1,555
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>24,862</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>57,507</b>

Provident Fund		Amount (S)	
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	15,088	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	878		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>15,966</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	57,507
<b>Total Provident Fund</b>	15,966
<b>Total End of Service Benefit</b>	<b>73,473</b>
In Words: Seventy Three Thousand Four Hundred Seventy Three Taka Only.	

**Process and Calculation  
Is Audited based on  
supporting documents**

Prepared By *M. Rahman* 13.01.26  
Checked By *Rashed* 14.01.26

Reviewed By *Kamrul Hasan* 15/1/26

Approved By *Md. Abdul Halim*

**Employee Acknowledgement**

BDT 73,473  
Received From *Shakti Foundation (Finance)*  
Paid To Shakti Foundation  
In Words: Seventy Three Thousand Four Hundred Seventy Three Taka Only.

Receiver's Name:

Signature & Date:

**RECEIVED**  
**18 JAN 2026**  
Time *10:30 AM*

**Kamrul Hasan**  
Director  
Internal Audit and Control Department  
Shakti Foundation for Disadvantaged Women

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

*checked by  
MAY*