

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

Reference: Shakti/ Finance /Treasury/EFS/2025/366

Date:21-04-2026

Employee Information

Employee Name:	Monmatha Halder	Separation Effective Date:	05/Dec/25
Employee ID:	13767	Length of Service:	6 years 5 Months 5 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Nawbganj-Section Dhaka	Separation Type:	Resignation
Branch / Department Code	0002	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	30-Jun-2019	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2020	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Nov-2025	Contact Number	01928794066
Last Working Day(As per Attendance)	4-Dec-2025	Payment Account :	

Salary Information	Amount	Day's	Amount
Gross	28,080	34	30,767
A.Total salary Dues			30,767

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	2,191
DSA	626
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	16,968

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	114,527

Shakti Foundation (Finance)
RECEIVED
27 APR 2026
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	54,025	PF Loan (Principal)	-
Organization Contribution	54,025	PF Loan (Interest)	-
Profit on Employees Contribution	11,070		-
Profit on Organization Contribution	11,070		-
Total	130,190	Total PF Payable	-

Total Salary & Others (E.)	114,527
Total Provident Fund	130,190
Total End of Service Benefit	244,717

Two lakh forty four thousand seven hundred seventeen only

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

[Signature] 23-04-26
Prepared By

[Signature] 23.04.26
Checked By

[Signature] 26.4.26
Reviewed By

[Signature]
Approved By
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 244,717 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
Two lakh forty four thousand seven hundred seventeen only	

checked by
[Signature]