

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

Reference: Shakti/ Finance /Treasury/EFS/2026/185

Date:17-06-2026

Employee Information

Employee Name:	Rupali Akter	Separation Effective Date:	29-Oct-25
Employee ID:	20825	Length of Service:	1 years 6 Months 8 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Konabari Gazipur	Separation Type:	Dismiss
Branch / Department Code	0314	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Sep-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01707066501
Last Working Day (As Per Attendance)	24-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	24,840	24	29,840
A.Total salary Dues			29,840

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,467
Residential Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	880
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
One Month Salary	-
C.Total Additional Payment	18,260

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	48,100

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	11,040	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	782		-
Profit on Organization Contribution	-		-
Total	11,822	Total PF Payable	-

Total Salary & Others (E)	48,100
Total Provident Fund	11,822
Total End of Service Benefit	59,922
In Words: Fifty Nine Thousand Nine Hundred Twenty Two Taka Only.	

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

Prepared By *M. Rakon*
17-06-26

Checked By

Reviewed By

Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Assistant Audit Supervisor
Internal Audit & Finance Department
Shakti Foundation for Disadvantaged Women

Approved By *M. Abdul Halim*
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 59,922 — received From/ — paid To Shakti Foundation

Signature & Date:

In Words: Fifty Nine Thousand Nine Hundred Twenty Two Taka Only.

checked by
17/06/26

Employee Personal Bank Account Information

Required Information

01. Employee EIN :

20825

02. Account Holder Name:

Rupali Akter

03. Bank Account No:

1071260020760

04. Bank Name:

EBL

05. Bank Branch Name:

Mirpur, Gazipur

06. Employee Mobile No:

0170706650/

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): Md. Golam Rabbani

EIN: 16941

Signature:

Date: 15-01-28

Golam Rabbani-16941
Tech Manager
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Al Amin

EIN: 02066

Signature:

Date:

18-01-2026

Md. Al Amin (02066)
Area Supervisor
Mouchak, Gazipur (3028)
Shakti Foundation