

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

Reference: Shakti/ Finance /Treasury/EFS/2025/264

Date: 15-02-26

Employee Information

Employee Name:	Mst. Ankhi Khatun	Separation Effective Date:	03-Sep-25
Employee ID:	15754	Length of Service:	4 years 4 Months 30 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Bonpara Natore	Separation Type:	Resignation
Branch / Department Code	0337	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	4-Apr-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	01797419241
Last Working Day	2-Sep-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	26,000	31	26,056
A.Total salary Dues			26,056

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,510
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,203
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	19,864

Deductions	Amount (S)
Financial Misappropriation	-
Motoreycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	45,920

Shakti Foundation (Finance)
RECEIVED
23 FEB 2026
Time:
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	34,790	PF Loan (Principal)	-
Organization Contribution	34,790	PF Loan (Interest)	-
Profit on Employees Contribution	6,559		-
Profit on Organization Contribution	6,558		-
Total	82,697	Total PF Payable	-

Total Salary & Others (E)	45,920
Total Provident Fund	82,697
Total End of Service Benefit	128,617
One Lac Twenty Eight Thousand Six Hundred Seventeen Taka Only.	

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

Prepared By: [Signature] 15.02.26
Checked By: [Signature] 15.02.26

Md. Anwar Hossain
Deputy General Manager
Assistant Auditor
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:
BDT 128,617 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
In Words: One Lac Twenty Eight Thousand Six Hundred Seventeen Taka Only.	

Checked by [Signature]