

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/802

Date:29-12-2025

Employee Information

Employee Name:	Salauddin	Separation Effective Date:	05-Jul-24
Employee ID:	20330	Length of Service:	0 years 7 Months 16 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-24
Branch / Department:	Chhayani Bazar, Noakhali	Separation Type:	Resignation
Branch / Department Code	0524	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 27 Days
Date of joining:	19-Nov-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Jun-2024	Contact Number	01318596029
Last Working Day	4-Jul-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	34	25,968
A.Total salary Dues			25,968

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,258
DSA	-
Motor Cycle Allowance	1,694
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	3,000
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	21,952

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	23,000
Abashon Rent	600
Income Tax	-
D.Total Deduction	38,600
E.Total Payable / Receivable (A+B+C-D)	9,320

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	1,840	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	36		-
Profit on Organization Contribution	-		-
Total	1,876	Total PF Payable	-

Total Salary & Others (E)	9,320
Total Provident Fund	1,876
Total End of Service Benefit	11,196
In Words: Eleven Thousand One Hundred Ninety Six Taka Only.	

Process and Calculation
is Audited based on
supporting documents

Prepared By M. Rahman 29.12.25
Checked By [Signature] 29.12.25

Reviewed By [Signature] 30/12/2025
Kamrul Hasan

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

Employee Acknowledgement

BDT 11,196	Received From/	Paid To Shakti Foundation	Receiver's Name:	Signature & Date:
In Words: Eleven Thousand One Hundred Ninety Six Taka Only.				

checked by
[Signature]