

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/744

Date:18-12-2025

Employee Information

Employee Name:	Sheuly Akter	Separation Effective Date:	15-Aug-25
Employee ID:	1568	Length of Service:	18 years 9 Months 14 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Elenga Tangail	Separation Type:	Resignation
Branch / Department Code	0456	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	1-Nov-2006	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2007	Leave without Pay (Days)	0 Days
Resignation Submission Date	13-Jul-2025	Contact Number	01757771736
Last Working Day	14-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	31,960	45	46,394
A.Total salary Dues			46,394

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	12,784	19	3	728,688
B.Total Gratuity Dues				728,688

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	-
Arrear	2,903
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,742
Security Deposit	-
Security Deposit Interest	4,000
C.Total Additional Payment	716
	9,361

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle 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)	784,443

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	115,872	PF Loan (Principal)	40,008
Organization Contribution	115,872	PF Loan (Interest)	4,435
Profit on Employees Contribution	98,581		-
Profit on Organization Contribution	98,581		-
Total	428,906	Total PF Payable	44,443

Total Salary & Others (E)	784,443
Total Provident Fund	384,463
Total End of Service Benefit	1,168,906
In Words: Eleven Lac Sixty Eight Thousand Nine Hundred Six Taka Only.	

Prepared By M. Rahman 18.12.25
Checked By [Signature] 18.12.25

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

Reviewed By Kamrul Hasan 22/12/2025
Director

Approved By [Signature] 18.12.25
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 1,168,906 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Eleven Lac Sixty Eight Thousand Nine Hundred Six Taka Only.

checked by [Signature]