

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

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

Date:18-12-2025

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
<b>A.Total salary Dues</b>			<b>46,394</b>

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

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

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	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>784,443</b>

**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		-
<b>Total</b>	<b>428,906</b>	<b>Total PF Payable</b>	<b>44,443</b>

Total Salary & Others (E)	Process and Calculation	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.		

**Employee Acknowledgement**

Prepared By *18.12.25* Checked By *18.12.25*  
BDT **1,168,906** Received From/ Paid To Shakti Foundation  
Internal Audit and Legal Department  
Shakti Foundation for Disadvantaged Women  
Receiver's Name:

Signature & Date:

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

Appd. *18.12.25*  
Md. Abul Hossain  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

checked by  
SAF