

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

Reference: Shakti/ Finance /Treasury/EFS/2025/291

Date:26-02-2026

**Employee Information**

Employee Name:	Sizan	Separation Effective Date:	04-Dec-25
Employee ID:	19116	Length of Service:	3 years 0 Months 21 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Sadar Laxmipur	Separation Type:	Resignation
Branch / Department Code	0172	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	13-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Nov-2025	Contact Number	01749423277
Last Working Day	3-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	27,840	33	30,534
<b>A.Total salary Dues</b>			<b>30,534</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	4,935
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	2,529
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>23,214</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>53,148</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	31,008	PF Loan (Principal)	-
Organization Contribution	31,008	PF Loan (Interest)	-
Profit on Employees Contribution	3,778		-
Profit on Organization Contribution	778		-
<b>Total</b>	<b>68,572</b>		<b>-</b>

**Process and Calculation  
IS/ Audit/ PF Payable  
supporting documents**

<b>Total Salary &amp; Others (E)</b>	53,148
<b>Total Provident Fund</b>	69,572
<b>Total End of Service Benefit</b>	<b>122,720</b>
One Lakh Twenty Two Thousand Seven Hundred Twenty only	

Prepared By M Rakon 26.02.26  
Checked By [Signature] 26.02.26

**Md. Anwar Hoque**  
Deputy General Manager  
Assistant Audit & Legal Department  
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 122,720 received from [Signature] paid To Shakti Foundation	Signature & Date:
One Lakh Twenty Two Thousand Seven Hundred Twenty only	

01 MAR 2026  
Time [Signature]

by [Signature]