

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

Reference: Shakti/ Finance /Treasury/EFS/2025/120

Date:20-04-2026

Employee Information			
Employee Name:	Khairun Nessa	Separation Effective Date:	06-Mar-26
Employee ID:	22966	Length of Service:	0 years 6 Months 3 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	28-Feb-26
Branch / Department:	Katiadi Kishoreganj	Separation Type:	Discontinuation of service
Branch / Department Code	0359	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	31-Aug-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01743651161
Last Working Day (As Per Attendance)	5-Mar-2026	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	5	3,226
A.Total salary Dues			3,226

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	194
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	15,517

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle 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)	18,743

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution		- PF Loan (Principal)	-
Organization Contribution		- PF Loan (Interest)	-
Profit on Employees Contribution			-
Profit on Organization Contribution			-
Total		- Total PF Payable	-

Total Salary & Others (E)	18,743
Total Provident Fund	-
Total End of Service Benefit	18,743

In Words: Eighteen Thousand Seven Hundred Forty Three Taka Only.

Prepared By: M. Rahman 20.04.26

Checked By: [Signature] 20.04.26

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

Md. Anwarul Hoque
 Deputy General Manager
 Assistant Audit Coordinator
 Internal Audit & Legal Department
 Shakti Foundation for Disadvantaged Women

Md. Abrar Hossain
 Senior Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement	
BDT 18,743	received From: _____
In Words: Eighteen Thousand Seven Hundred Forty Three Taka Only.	
Signature & Date: _____	

checked by
[Signature]