

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

Reference: Shakti/ Finance /Treasury/EFS/2026/320

Date:09-03-2026

Employee Information

Employee Name:	Sm. Showkat Amjad	Separation Effective Date:	11-Aug-25
Employee ID:	18943	Length of Service:	2 years 9 Months 26 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Oxygen Chatlogram	Separation Type:	Resignation
Branch / Department Code	0021	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	16-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	9-Jul-2025	Contact Number	01884290001
Last Working Day	10-Aug-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	24,840	41	32,853
A.Total salary Dues			32,853

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,645
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,984
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,608
Over Time (March & April,2025)	-
C.Total Additional Payment	22,237

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	
E.Total Payable / Receivable (A+B+C-D)	55,090

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	27,392	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,712		-
Profit on Organization Contribution	-		-
Total	30,104	Total PF Payable	

Total Salary & Others (E)	Process and Calculation	55,090
Total Provident Fund	Is Audit on	30,104
Total End of Service Benefit	suppo. documents	85,194
Eighty Five Thousand One Hundred Ninety Four only		

Prepared By M. Rahman 09.03.26
Checked By _____

Reviewed By [Signature] 09.03.26

Approved [Signature]
Senior Director & Head of Finance & Treasury for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 85,194 received From/ paid To Shakti Foundation	Signature & Date:
Eighty Five Thousand One Hundred Ninety Four only	

Recd by MUV