

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/216

Date:28-01-2026

Employee Information

Employee Name:	Md. Atiqur Rahman	Separation Effective Date:	27-Jul-25
Employee ID:	20941	Length of Service:	1 years 2 Months 2 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-May-25
Branch / Department:	Ambari Dinajpur	Separation Type:	Resignation
Branch / Department Code	0422	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	25-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	26-Jun-2025	Contact Number	01313162997
Last Working Day	26-Jul-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	56	42,290
A.Total salary Dues			42,290

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	8,274
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	993
Over Time (March & April,2025)	-
C.Total Additional Payment	24,267

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	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	65,957

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	6,440	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	242		-
Profit on Organization Contribution	-		-
Total	6,682	Total PF Payable	-

Total Salary & Others (E)	65,957
Total Provident Fund	6,682
Total End of Service Benefit	72,639

In Words: Seventy Two Thousand Six Hundred Thirty Nine Taka Only.

Prepared By M. Rahman 28.01.26
Checked By [Signature] 28.01.26

Process and Calculation
is Audited based on
supporting documents
Md. Anwarul Haque
Deputy General Manager
Assistant Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature] 28.01.26
Md. Anwarul Haque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 72,639 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seventy Two Thousand Six Hundred Thirty Nine Taka Only.

checked by [Signature]