

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

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

Date:28-01-2026

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
<b>A.Total salary Dues</b>			<b>42,290</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	8,274
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	993
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>24,267</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>65,957</b>

Provident Fund	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	-	-	-
<b>Total</b>	<b>6,682</b>	<b>Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	<b>65,957</b>
Total Provident Fund	<b>6,682</b>
Total End of Service Benefit	<b>72,639</b>
In Words: Seventy Two Thousand Six Hundred Thirty Nine Taka Only.	

Employee Acknowledgement	Receiver's Name:
BDT 72,639 received From/ Paid To Shakti Foundation In Words: Seventy Two Thousand Six Hundred Thirty Nine Taka Only.	Signature & Date:

**Process and Calculation**  
is Audited based on  
supporting documents  
*Md. Atiqur Rahman*  
Deputy General Manager  
Assistant Billing Coordinator  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

*26/01/26*  
Approved by  
*Md. Abdur Halim*  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

*Checked by  
Atiqur Rahman*