

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

Reference: Shakti/ Finance /Treasury/EFS/2026/125

Date:23-04-2026

Employee Information

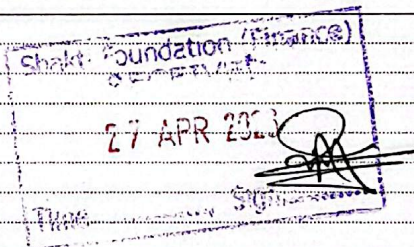
Employee Name:	Rabeya Sultana	Separation Effective Date:	05-Nov-25
Employee ID:	20737	Length of Service:	1 years 7 Months 18 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Bajitpur Kishoreganj	Separation Type:	Resignation
Branch / Department Code	0338	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	18-Mar-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Oct-2025	Contact Number	01748303398
Last Working Day (As Per Attendance)	4-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	24,840	35	28,152
A.Total salary Dues			28,152

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,267
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,360
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
One Month Salary	-
C.Total Additional Payment	19,540

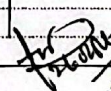
Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	47,692



Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	13,028	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	902		-
Profit on Organization Contribution	-		-
Total	13,930	Total PF Payable	-

Total Salary & Others (E)	47,692
Total Provident Fund	13,930
Total End of Service Benefit	61,622
In Words: Sixty One Thousand Six Hundred Twenty Two Taka Only.	

Process and Calculation
is audited based on
supporting documents


 Approved by
 Md. Abdul Halim
 Senior Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Prepared By M. Rahman 23-04-26
 Checked By M. Rahman 23-04-26
 Reviewed By M. Rahman 23-04-26

Employee Acknowledgement		Receiver's Name:
BDT: 61,622	Received From/	
	Yaid To Shakti Foundation	
In Words: Sixty One Thousand Six Hundred Twenty Two Taka Only.		Signature & Date:

Checked by 