

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

Reference: Shakti/ Finance /Treasury/EFS/2025/249

Date:18-02-2026

Employee Information

Employee Name:	Shanaz Akther	Separation Effective Date:	01-Oct-25
Employee ID:	18837	Length of Service:	2 years 11 Months 29 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Sadar Chandpur	Separation Type:	Resignation
Branch / Department Code	0118	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	2-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Sep-2025	Contact Number	01760667068
Last Working Day	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	29,496	30	29,496
A.Total salary Dues			29,496

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	240
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,649
Over Time (March & April,2025)	-
C.Total Additional Payment	18,289

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)	47,785

Shakti Foundation (Finance)
24 FEB 2026
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	30,681	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,771		-
Profit on Organization Contribution	-		-
Total	33,452	Total PF Payable	-

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

Total Salary & Others (E)	47,785
Total Provident Fund	33,452
Total End of Service Benefit	81,237
Eighty Three Thousand Seven Hundred Ninety Seven only	

Prepared By *[Signature]* 18-02-26
Checked By *[Signature]* 18-02-26

[Signature]
Md. Nazimul Haque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By *[Signature]*
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 81,237 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation Eighty Three Thousand Seven Hundred Ninety Seven only	Signature & Date:

*Checked by
AAU*