

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/692

Date: 21-12-25

Employee Name:	Md. Niaz Rabbi	Separation Effective Date:	06-Mar-25
Employee ID:	19526	Length of Service:	1 years 10 Months 25 Days
Post Name:	Microfinance Officer	Salary paid up to:	28-Feb-25
Branch / Department:	Silonia, Feni	Separation Type:	Resignation
Branch / Department Code	0538	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	9-Apr-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Mar-2025	Contact Number	01723241777
Last Working Day	5-Mar-2025	Payment Account	Salary

Salary Information	Amount	Day's	Amount
Gross	25,300	5	4,081
A.Total salary Dues			4,081

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

Additional Payment	Amount
Leave Encashment	4,217
TA & DA / Field trips	323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,500
Security Deposit	15,000
Security Deposit Interest	2,113
Over Time (March & April,2025)	-
C.Total Additional Payment	24,153

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	25,300
Abashon Rent	300
Income Tax	-
D.Total Deduction	25,600
E.Total Payable / Receivable (A+B+C-D)	2,634

Provident Fund	
Particular (S)	Amount (S)
Employees Contribution	18,448
Organization Contribution	-
Profit on Employees Contribution	1,761
Profit on Organization Contribution	-
Total	20,209
Particular (S)	Amount (S)
PF Loan (Principal)	-
PF Loan (Interest)	-
Total PF Payable	-

Total Salary & Others (E)	2,634
Total Provident Fund	20,209
Total End of Service Benefit	22,843
Twenty Two Thousand Eight Hundred Forty Three Taka Only.	

Prepared By: H. Rabbi 21.12.25

Checked By: [Signature] 21.12.25

Process and Calculation is Audited based on supporting documents

Reviewed By: [Signature] 22/12/2025

Employee Acknowledgement

BDT 22,843 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Twenty Two Thousand Eight Hundred Forty Three Taka Only.

Receiver's Name: [Signature]

Signature & Date: [Signature]

checked by [Signature]