

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

Checked By

Employee Acknowledgement

BDT 22,843

Received From/ Paid To Shakti Foundation

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

Process and Calculation
is Audited based on
supporting documents
22/12/2025

Reviewed By

22/12/2025

Internal Audit
Shakti Foundation

Shakti Foundation
for Disadvantaged Women

Department

Receiver's Name:

Signature & Date:

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

checked by
MST