

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

Reference: Shakti/ Finance /Treasury/EFS/2025/280

Date: 25-02-26

Employee Information

Employee Name:	Md. Sumon Rana	Separation Effective Date:	07-Nov-25
Employee ID:	22952	Length of Service:	0 years 2 Months 7 Days
Post Name:	Microfinance Officer(probationary)	Salary paid up to:	30-Sep-25
Branch / Department:	Sarishabari Jamalpur	Separation Type:	Resignation
Branch / Department Code	0191	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	0 Months 30 Days
Date of joining:	31-Aug-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Oct-2025	Contact Number	01567824939
Last Working Day	6-Nov-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	18,000	37	21,600
A.Total salary Dues			21,600

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,400
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	17,400

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	15,600
E.Total Payable / Receivable (A+B+C-D)	23,400



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total		Total PF Payable	-

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

Total Salary & Others (E)	23,400
Total Provident Fund	
Total End of Service Benefit	23,400
Twenty Three Thousand Four Hundred Taka Only.	

Prepared By: *Ranika* 25.02.26

Checked By: *Ranika* 25.02.26

Md. Ansarul Haque
Deputy General Manager
Assistant Audit & Legal Department
Internal Auditor for Disadvantaged Women
Shakti Foundation

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

Employee Acknowledgement	Receiver's Name:
BDT 23,400 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Twenty Three Thousand Four Hundred Taka Only.	Signature & Date:

*checked by
AAO*