

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

Reference: Shakti/ Finance /Treasury/EFS/2025/338

Date:08-04-2026

Employee Information

Employee Name:	Tohfa Moriom	Separation Effective Date:	12-Sep-25
Employee ID:	20895	Length of Service:	1 years 4 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Pallabi-1 Dhaka	Separation Type:	Resignation
Branch / Department Code	0008	Notice Period:	01 Month
Employment Type:	Permanent Contractual	Notice Period Completed:	1 Months 1 Days
Date of joining:	5-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-10-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	11-Aug-2025	Contact Number	01929181343
Last working Day(As per Attendance)	11-Sep-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	42	31,433
A.Total salary Dues			31,433

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,733
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,640
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
Over Time (March & April,2025)	-
C.Total Additional Payment	20,286

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)	51,719

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	9,200	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	659		-
Profit on Organization Contribution	-		-
Total	9,859	Total PF Payable	-

Total Salary & Others (E)	51,719
Total Provident Fund	9,859
Total End of Service Benefit	61,578

Prepared By M. Rahman
08/04/2026

Checked by M. Rahman
08/04/26

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

Process and Calculation
is Audited based on
supporting documents

Employee Acknowledgement

BDT 61,578 received From/ Yaid To Shakti Foundation
Sixty One Thousand Five Hundred Seventy Eight only

Receiver's Name:
Signature & Date:

Checked by Md. Rahman