

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

Reference: Shakti/ Finance /Treasury/EFS/2026/20

Date:01-02-2026

**Employee Information**

Employee Name:	Shamoli Khatun	Separation Effective Date:	08-Oct-25
Employee ID:	21739	Length of Service:	0 years 11 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Sadar Sirajganj	Separation Type:	Resignation
Branch / Department Code	0123	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 5 Days
Date of joining:	1-Nov-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01763227846
Last Working Day	7-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	37	27,427
<b>A.Total salary Dues</b>			<b>27,427</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,385
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,431
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>3,816</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	12,414
Mobile Phone Subsidy	2,989
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>15,403</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>15,840</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	4,600	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	227	-	-
Profit on Organization Contribution	-	-	-
<b>Total</b>	<b>4,827</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	15,840
<b>Total Provident Fund</b>	4,827
<b>Total End of Service Benefit</b>	<b>20,667</b>

In Words: Twenty Thousand Six Hundred Sixty Seven Taka Only.

Prepared By Md. Rahman 01.02.26  
Checked By Md. Rahman 01.02.26

**Employee Acknowledgement**

BDT 20,667 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: Twenty Thousand Six Hundred Sixty Seven Taka Only.

Receiver's Name:

Signature & Date:

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

**Md. Anwarul Hoque**  
Deputy General Manager  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

Approved By

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

checked by  
AHOV.