

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/676

Date:29-11-2025

Employee Information

Employee Name:	Rumi Akter	Separation Effective Date:	06-Nov-24
Employee ID:	17962	Length of Service:	2 years 4 Months 18 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-24
Branch / Department:	Pallabi-I Dhaka	Separation Type:	No longer in Service
Branch / Department Code	0008	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months
Date of joining:	19-Jun-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01686527744
Last Working Day	5-Nov-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,940	5	3,990
A.Total salary Dues			3,990

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	333
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	200
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	533

Deductions	Amount (S)
Financial Misappropriation	2,350
Motorcycle Loan	-
Mobile Phone /Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,940
Abashon Rent	-
Income Tax	-
D.Total Deduction	26,290
E.Total Payable / Receivable (A+B+C-D)	(21,767)

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	22,296	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,912		-
Profit on Organization Contribution	-		-
Total	24,208	Total PF Payable	-

Total Salary & Others (E)	Process and Calculation is Audited based on supporting documents	(21,767)
Total Provident Fund		24,208
Total End of Service Benefit		2,441
Four Thousand Seven Hundred Ninety One only		

Prepared By: <i>M Rahman</i> 29.11.25 Checked By: <i>[Signature]</i> 29.11.25	Reviewed By: <i>[Signature]</i> 30.11.2025 Approved By: <i>[Signature]</i> 30.11.25	Tasmal Hossain Joint Director & Head of Treasury Shakti Foundation for Disadvantaged Women
Employee Acknowledgement RECEIVED _____ Received From/ _____ Paid To Shakti Foundation Four Thousand Seven Hundred Ninety One only		
Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women Receiver's Name: _____ Signature & Date: _____		

checked by [Signature]