

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

Reference: Shakti/ Finance /Treasury/EFS/2025/358

Date:20-04-2026

**Employee Information**

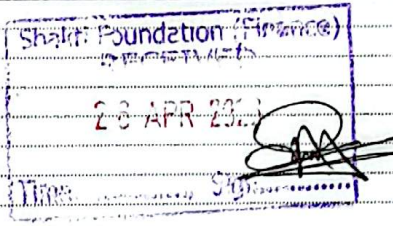
Employee Name:	Sumi Akter	Separation Effective Date:	03-Feb-26
Employee ID:	16581	Length of Service:	4 years 3 Months 17 Days
Post Name:	Accountant	Salary paid up to:	31-Dec-25
Branch / Department:	Pallabi-1 Dhaka	Separation Type:	Resignation
Branch / Department Code	0008	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	17-Oct-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Jan-2026	Contact Number	01916890530
Last Working Day(As per Attendance)	2-Feb-2026	Payment Account :	salary

Salary Information	Amount	Day's	Amount
Gross	29,603	33	31,718
<b>A.Total salary Dues</b>			<b>31,718</b>

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

Additional Payment	Amount
Leave Encashment	4,934
TA & DA / Field trips	2,679
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,286
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>8,899</b>

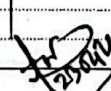
Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>40,617</b>



Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	43,780	PF Loan (Principal)	-
Organization Contribution	43,780	PF Loan (Interest)	-
Profit on Employees Contribution	6,167		-
Profit on Organization Contribution	6,167		-
<b>Total</b>	<b>99,893</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	40,617
<b>Total Provident Fund</b>	99,893
<b>Total End of Service Benefit</b>	<b>140,510</b>
One Lakh Forty Thousand Five Hundred Ten only	

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

  
 Approved: Md. Anwarul Haque  
 Senior Collector &  
 Head of Finance &  
 Shakti Foundation  
 for Disadvantaged Women

Prepared By M. Rabban 20.04.26  
 Checked By [Signature] 20.04.26

Employee Acknowledgement	
BDT 140,510	received From/ [ ] paid To [ ]
One Lakh Forty Thousand Five Hundred Ten only	
Md. Anwarul Haque Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women Signature & Date:	

Recd by [Signature]