

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

Reference: Shakti/ Finance /Treasury/EFS/2026/11

Date:14-01-2026

Employee Information

| | | | |
|-----------------------------|-------------------------------------|---------------------------------|----------------------------|
| Employee Name: | Shamima Akther | Separation Effective Date: | 12-Sep-25 |
| Employee ID: | 22126 | Length of Service: | 0 years 7 Months 3 Days |
| Post Name: | Microfinance Officer (Probationary) | Salary paid up to: | 31-Aug-25 |
| Branch / Department: | Rampur Narsingdi | Separation Type: | Discontinuation of Service |
| Branch / Department Code | 0429 | Notice Period: | 0 Month |
| Employment Type: | Probationary | Notice Period Completed: | 0 Days |
| Date of joining: | 9-Feb-2025 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | | Contact Number | 01724748552 |
| Last Working Day | 11-Sep-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|--------------|
| Gross | 18,000 | 11 | 5,439 |
| A.Total salary Dues | | | 5,439 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| One Month Additional Salary | - |
| TA & DA / Field trips | 2,604 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | 1,563 |
| Distance Allowance | - |
| Security Deposit | 15,000 |
| Security Deposit Interest | 300 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 19,467 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | - |
| Abashon Rent | - |
| Income Tax | - |
| D.Total Deduction | - |
| E.Total Payable / Receivable (A+B+C-D) | 24,906 |

Provident Fund

| 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 | - |

| | |
|--------------------------------------|---------------|
| Total Salary & Others (E) | 24,906 |
| Total Provident Fund | - |
| Total End of Service Benefit | 24,906 |

In Words: Twenty Four Thousand Nine Hundred Six Taka Only.

বি.দ্র: কমী আগষ্ট, ২০২৫ মাসের ২ দিন অনুপস্থিত থাকায় A Row এ কমীর সেপ্টেম্বর ২০২৫ মাসের ১১ দিনের বেতন হতে ২ দিনের বেতন কটকট করা হয়েছে।

Prepared By *Rahman* 14/01/26

Checked By

Reviewed By

Approved By

Employee Acknowledgement

BDT 24,906 received From/ paid To Shakti Foundation

In Words: Twenty Four Thousand Nine Hundred Six Taka Only.

Signature & Date:

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

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

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

18 JAN 2026

Time