

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

Date:14-01-2026

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

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.

বিদ্র: কর্মী আগষ্ট, ২০২৫ মাসের ২১দিন দিন অনুপস্থিত থাকায় A Row এ কর্মীর সেকেন্ডের ২০২৫ মাসের ১১দিনের বেতন হতে বিদ্রিন্ত বেতন কর্তৃত করা হয়েছে।

Prepared By 14/01/26

Checked By

Process and Calculation
Is Audited based on
Supporting documents
Reviewed by 15/1/26
Director

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

Employee Acknowledgement

BDT 24,906	Received From/	Paid To Shakti Foundation	Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women Receivers Name:
In Words: Twenty Four Thousand Nine Hundred Six Taka Only.			Signature & Date:

18 JAN 2026

Time Sign