

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

Reference: Shakti/ Finance /Treasury/EFS/2025/247

Date:07-02-2026

Employee Information

| | | | |
|-----------------------------|----------------------|---------------------------------|--------------------------|
| Employee Name: | Md. Rahinul Islam | Separation Effective Date: | 05-Sep-25 |
| Employee ID: | 20242 | Length of Service: | 1 years 10 Months 8 Days |
| Post Name: | Microfinance Officer | Salary paid up to: | 31-Jul-25 |
| Branch / Department: | Shahjadpur Sirajgonj | Separation Type: | Resignation |
| Branch / Department Code | 0152 | Notice Period: | 01 Month |
| Employment Type: | Permanent | Notice Period Completed: | 0 Months 30 Days |
| Date of joining: | 28-Oct-2023 | Annual Leave Encashment Balance | 0 Days |
| Date of Confirmation: | 1-Apr-2024 | Leave without Pay (Days) | 0 Days |
| Resignation Submission Date | 6-Aug-2025 | Contact Number | 01729700595 |
| Last Working Day | 4-Sep-2025 | Email ID : | - |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|---------------|
| Gross | 24,840 | 35 | 28,152 |
| A.Total salary Dues | | | 28,152 |

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

| Additional Payment | Amount |
|-----------------------------------|---------------|
| Leave Encashment | - |
| TA & DA / Field trips | 5,100 |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Due Distance Allowance | 2,000 |
| Security Deposit | 15,000 |
| Security Deposit Interest | 1,472 |
| Over Time (March & April,2025) | - |
| C.Total Additional Payment | 23,572 |

| Deductions | Amount (S) |
|---|---------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| One Month Salary | - |
| Abashon Rent | 600 |
| Income Tax | - |
| D.Total Deduction | 600 |
| E.Total Payable / Receivable (A+B+C-D) | 51,124 |

Shakti Foundation (Finance)
 24 FEB 2025
 [Signature]

| Particular (S) | Amount (S) | Particular (S) | Amount (S) |
|-------------------------------------|---------------|-------------------------|------------|
| Employees Contribution | 15,016 | PF Loan (Principal) | - |
| Organization Contribution | - | PF Loan (Interest) | - |
| Profit on Employees Contribution | 773 | | - |
| Profit on Organization Contribution | - | | - |
| Total | 15,789 | Total PF Payable | - |

Process and Calculation
 is Audited based on
 supporting documents

| | |
|---|--------|
| Total Salary & Others (E) | 51,124 |
| Total Provident Fund | 15,789 |
| Total End of Service Benefit | 66,913 |
| Sixty Six Thousand Nine Hundred Thirteen only | |

Prepared By: [Signature] 17-02-26
 Checked By: [Signature] 17-02-26

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

Approved By: [Signature]
 Md. Abdul Halim
 Senior Director &
 Head of Finance &
 Shakti Foundation
 for Disadvantaged Women

| Employee Acknowledgement | Receiver's Name: |
|--|-------------------|
| BDT 66,913 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation Sixty Six Thousand Nine Hundred Thirteen only | Signature & Date: |

Checked by [Signature]