

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

Date:15-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/241

Employee Information

Employee Name:	Mst. Sumi Akter	Separation Effective Date:	05-Sep-25
Employee ID:	20959	Length of Service:	1 years 3 Months 11 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Kankirhat, Noakhali	Separation Type:	Resignation
Branch / Department Code	0541	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	25-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	6-Aug-2025	Contact Number	01647393834
Last Working Day	4-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	35	25,325
A.Total salary Dues			25,325

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,202
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,321
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	993
Over Time (March & April,2025)	-
C.Total Additional Payment	19,516

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	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	44,841

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	245		-
Profit on Organization Contribution	-		-
Total	8,525	Total PF Payable	-

Total Salary & Others (E)	44,841
Total Provident Fund	8,525
Total End of Service Benefit	53,366

Prepared By: *Rahman* 15.02.26
Checked By: *Rahman* 15.02.26

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

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

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

Employee Acknowledgement	
BDT 53,366	Received From/ Paid To Shakti Foundation
Receiver's Name:	
Signature & Date:	
In Words: Fifty Three Thousand Three Hundred Sixty Six Taka Only.	

checked by
AAO