

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

Reference: Shakti/ Finance /Treasury/EFS/2026/126

Date:23-04-2026

Employee Information

Employee Name:	Md. Sohel Rana	Separation Effective Date:	01-Oct-25
Employee ID:	22058	Length of Service:	0 years 8 Months 5 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Sadar Madaripur	Separation Type:	Resignation
Branch / Department Code	0132	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	26-Jan-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	1-Sep-2025	Contact Number	01941857127
Last Working Day (As Per Attendance)	30-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,000	30	23,000
A.Total salary Dues			23,000

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,000
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	375
One Month Salary	-
C.Total Additional Payment	17,375

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	15,000
Security Deposit Interest	375
One Month Salary	-
Abashon Rent	300
Income Tax	-
D.Total Deduction	15,675
E.Total Payable / Receivable (A+B+C-D)	24,700

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	1,840	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	58		-
Total	1,898	Total PF Payable	-

Total Salary & Others (E)	24,700
Total Provident Fund	1,898
Total End of Service Benefit	26,598

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

Prepared By M. Rahman
23.04.26

Checked By [Signature]
23.04.26

Reviewed By [Signature]
23.04.26

Approved By [Signature]
23.04.26
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:	
BDT 26,598	<input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation		
In Words: Twenty Six Thousand Five Hundred Ninety Eight Taka Only.		Signature & Date:	

checked by
[Signature]