

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:03-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/229

Employee Information

Employee Name:	Samsuddin	Separation Effective Date:	22-Sep-25
Employee ID:	15291	Length of Service:	4 years 9 Months 3 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Ramganj Laxmipur	Separation Type:	Resignation
Branch / Department Code	0163	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	19-Dec-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	20-Aug-2025	Contact Number	01818905489
Last Working Day	21-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	28,600	52	48,620
A.Total salary Dues			48,620

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	7,650
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	7,650

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)	55,670

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	43,801	PF Loan (Principal)	-
Organization Contribution	43,801	PF Loan (Interest)	-
Profit on Employees Contribution	7,937		-
Profit on Organization Contribution	7,938		-
Total	103,477	Total PF Payable	-

Total Salary & Others (E)	55,670
Total Provident Fund	103,477
Total End of Service Benefit	159,147
In Words: One Lac Fifty Nine Thousand One Hundred Forty Seven Taka Only.	

Prepared By M. Rahman 03.02.2026
Checked By Md. Ansarul Haque 03.02.2026

Process and Calculation
is Audited based on
supporting documents

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

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

Employee Acknowledgement

BDT 159,147 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Fifty Nine Thousand One Hundred Forty Seven Taka Only.

checked by May