

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

Reference: Shakti/ Finance /Treasury/EFS/2026/102

Date:01-04-2026

**Employee Information**

Employee Name:	Md. Robiul Islam	Separation Effective Date:	18-Dec-25
Employee ID:	15721	Length of Service:	4 years 8 Months 27 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Oct-25
Branch / Department:	Churamonkathi Jessore	Separation Type:	Resignation
Branch / Department Code	0261	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	21-Mar-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	16-Nov-2025	Contact Number	01615171732
Last Working Day (As Per Attendance)	17-Dec-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,196	47	39,013
<b>A.Total salary Dues</b>			<b>39,013</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6,968
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Other Allowance	-
<b>C.Total Additional Payment</b>	<b>21,119</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	600
Income Tax	-
<b>D.Total Deduction</b>	<b>600</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>59,532</b>

**Provident Fund**

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	40,431	PF Loan (Principal)	-
Organization Contribution	40,431	PF Loan (Interest)	-
Profit on Employees Contribution	6,363		-
Profit on Organization Contribution	6,362		-
<b>Total</b>	<b>93,587</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	59,532
<b>Total Provident Fund</b>	93,587
<b>Total End of Service Benefit</b>	<b>153,119</b>

In Words: One Lac Fifty Three Thousand One Hundred Nineteen Taka Only.

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

Prepared By M. Rahman 01.04.26  
Checked By [Signature] 01.04.26

Reviewed By [Signature] 01.04.26

Approved By [Signature]  
Mr. Abdur Halim  
Senior Director &  
Head of Finance  
Shakti Foundation  
for Disadvantaged Women

**Employee Acknowledgement**

BDT 153,119 received From/ [ ] Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: One Lac Fifty Three Thousand One Hundred Nineteen Taka Only.

*Checked by  
[Signature]*