

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

Reference: Shakti/ Finance /Treasury/EFS/2025/253

Date: 17-02-26

Employee Information

Employee Name:	Razia Sultana	Separation Effective Date:	11-Aug-25
Employee ID:	20944	Length of Service:	1 years 2 Months 17 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Holidhani Jhenaidah	Separation Type:	Resignation
Branch / Department Code	0415	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 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	10-Jul-2025	Contact Number	01331840949
Last Working Day	10-Aug-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	41	30,419
A.Total salary Dues			30,419

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,952
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,587
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	993
Over Time (March & April,2025)	-
C.Total Additional Payment	23,532

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	53,951

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	7,360	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	245		-
Profit on Organization Contribution	-		-
Total	7,605	Total PF Payable	-

Total Salary & Others (E)	53,951
Total Provident Fund	7,605
Total End of Service Benefit	61,556

Sixty One Thousand Five Hundred Fifty Six Taka Only.

Prepared By Rahim 17.02.26

Checked By [Signature] 17.02.26

Process and Calculation
is Audited based on
supporting documents

Md. Anwarul Haque
Deputy General Manager
Assistant Audit Coordinator
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

BDT 61,556 Received From/ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Sixty One Thousand Five Hundred Fifty Six Taka Only.

Checked by [Signature]