

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

Reference: Shakti/ Finance /Treasury/EFS/2025/254

Date: 17-02-26

Employee Information

Employee Name:	Md. Aminur Rahman	Separation Effective Date:	05-Sep-25
Employee ID:	19944	Length of Service:	2 years 0 Months 2 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Haziganj Chandpur	Separation Type:	Resignation
Branch / Department Code	0174	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	3-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Aug-2025	Contact Number	0173756369
Last Working Day	4-Sep-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	24,380	35	27,631
A.Total salary Dues			27,631

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,100
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	2,000
Security Deposit	15,000
Security Deposit Interest	1,637
Over Time (March & April,2025)	-
C.Total Additional Payment	23,737

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	600
E.Total Payable / Receivable (A+B+C-D)	50,768

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	16,890	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	974		-
Profit on Organization Contribution	-		-
Total	17,864	Total PF Payable	-

Total Salary & Others (E)	50,768
Total Provident Fund	17,864
Total End of Service Benefit	68,632
Sixty Eight Thousand Six Hundred Thirty Two Taka Only.	

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

Prepared By Rumana 17.02.26
Checked By [Signature] 17.02.26

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

Approved By [Signature] 17.02.26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement		Receiver's Name:
BDT 68,632	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	
In Words: Sixty Eight Thousand Six Hundred Thirty Two Taka Only.		Signature & Date:

*Checked by
AAH*