

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/742

Date:18-12-2025

Employee Information

Employee Name:	Nipa Rajbongshi	Separation Effective Date:	10-Nov-25
Employee ID:	21268	Length of Service:	1 years 2 Months 30 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-25
Branch / Department:	Purbajurain Dhaka	Separation Type:	Resignation
Branch / Department Code	0102	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	11-Aug-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jan-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Oct-2025	Contact Number	01756775695
Last Working Day	9-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	23,000	40	29,900
A.Total salary Dues			29,900

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

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	-
Arrear	2,600
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	1,560
Security Deposit	-
Security Deposit Interest	15,000
C.Total Additional Payment	759
	19,919

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	8,913
Security Deposit	2,476
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	11,389
Provident Fund	38,430

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	8,280	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	8,423	Total PF Payable	-

Total Salary & Others (E)	38,430
Total Provident Fund	8,423
Total End of Service Benefit	46,853

In Words: Forty Six Thousand Eight Hundred Fifty Three Taka Only.

Prepared By M Rahman 18/12/25

Checked By [Signature] 18/12/25

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

Reviewed By [Signature] 22/12/2025

Approved By [Signature]
Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 46,853 ☐ received From/ ☐ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Forty Six Thousand Eight Hundred Fifty Three Taka Only.

checked by [Signature]