

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:01-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/223

Employee Information

Employee Name:	Afifa Keya	Separation Effective Date:	03-Jun-25
Employee ID:	20877	Length of Service:	1 years 1 Months 13 Days
Post Name:	Accountant	Salary paid up to:	30-Apr-25
Branch / Department:	Alfadanga Faridpur	Separation Type:	Resignation
Branch / Department Code	0348	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	21-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-May-2025	Contact Number	01832945071
Last Working Day	2-Jun-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,000	33	21,729
A.Total salary Dues			21,729

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,810
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,086
Shurakkha Bhata	-
Due Distance Allowance	15,000
Security Deposit	993
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	18,889

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	40,618

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	5,760	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	241		-
Profit on Organization Contribution	-		-
Total	6,001	Total PF Payable	-

Total Salary & Others (E)	40,618
Total Provident Fund	6,001
Total End of Service Benefit	46,619
In Words: Forty Six Thousand Six Hundred Nineteen Taka Only.	

Prepared By M. Rahman 01-02-2026
Checked By [Signature] 01-02-2026

Process and Calculation
is Audited based on
supported documents

Md. Ansarul 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 46,619 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Forty Six Thousand Six Hundred Nineteen Taka Only.

checked by
[Signature]