

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/669

Date:25-11-2025

Employee Information

Employee Name:	Jeasmin Akhter	Separation Effective Date:	09-Sep-25
Employee ID:	18031	Length of Service:	3 years 2 Months 7 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Kotwali Chattogram	Separation Type:	Resignation
Branch / Department Code	0056	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	2-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Aug-2025	Contact Number	01984332348
Last Working Day	8-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	37	27,625
A.Total salary Dues			27,625

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,402
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,802
Shurakkha Bhata	1,441
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	5,645

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)	33,270

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	26,440	PF Loan (Principal)	-
Organization Contribution	26,440	PF Loan (Interest)	-
Profit on Employees Contribution	2,960		-
Profit on Organization Contribution	2,961		-
Total	58,801	Total PF Payable	-

Total Salary & Others (E)	33,270
Total Provident Fund	58,801
Total End of Service Benefit	92,071
Ninety Two Thousand Seventy One only	

Prepared By M. Rahman 25/11/25
Checked By [Signature] 25/11/25

Process and Calculation
is Audited based on
submitting documents
Reviewed By [Signature] 27/11/25
Director

Approved By [Signature] 30/11/25
Joint Director &
Head of Treasury
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 92,071 ☐ received From/ ☐ paid To Shakti Foundation
Ninety Two Thousand Seventy One only

Internal Audit and Legal Department
Receiver's Name: [Signature]
Signature & Date:

checked by [Signature]