

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

Reference: Shakti/ Finance /Treasury/EFS/2025/240

Date:15-02-2026

**Employee Information**

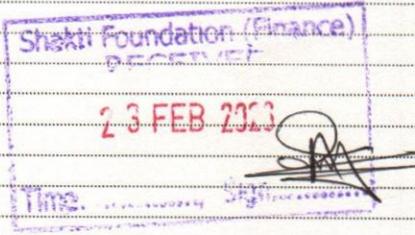
Employee Name:	Rumi Khatun	Separation Effective Date:	06-Oct-25
Employee ID:	20908	Length of Service:	1 years 5 Months 1 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Afilgahte	Separation Type:	Resignation
Branch / Department Code	0167	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 2 Days
Date of joining:	5-May-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Sep-2025	Contact Number	01935633550
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	35	26,710
<b>A.Total salary Dues</b>			<b>26,710</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity				
<b>B.Total Gratuity Dues</b>				

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,394
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	913
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,630</b>

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	-
<b>D.Total Deduction</b>	
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>46,340</b>



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	10,120	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	685		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>10,805</b>	<b>Total PF Payable</b>	

<b>Total Salary &amp; Others (E)</b>	<b>46,340</b>
<b>Total Provident Fund</b>	<b>10,805</b>
<b>Total End of Service Benefit</b>	<b>57,145</b>
Fifty Seven Thousand One Hundred Forty Five only	

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

Prepared By: *M. Rahman* 15.02.26  
Checked By: *[Signature]* 15.2.26

**Md. Ansarul Hoque**  
Deputy General Manager  
Assistant 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	Receiver's Name:
BDT 57,145 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	
Fifty Seven Thousand One Hundred Forty Five only	Signature & Date:

*Checked by  
[Signature]*