

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

Reference: Shakti/ Finance /Treasury/EFS/2025/212

Date:15-02-2026

Employee Information

Employee Name:	S.M Helal Ahmed	Separation Effective Date:	15-Oct-25
Employee ID:	21666	Length of Service:	0 years 11 Months 5 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Kathgolabazar Mymensingh	Separation Type:	Resignation
Branch / Department Code	0135	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	10-Nov-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-May-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Sep-2025	Contact Number	01737440345
Last Working Day	14-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,000	44	33,387
A.Total salary Dues			33,387

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	6,532
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	750
Security Deposit	15,000
Security Deposit Interest	527
Over Time (March & April,2025)	-
C.Total Additional Payment	22,809

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	527
Mobile Phone Handset Loan	21,061
Mobile Phone Subsidy	699
One Month Salary	-
Abashon Rent	600
Income Tax	-
D.Total Deduction	37,887
E.Total Payable / Receivable (A+B+C-D)	18,309

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	171		
Profit on Organization Contribution	-		
Total	3,851	Total PF Payable	-

Total Salary & Others (E)	18,309
Total Provident Fund	3,851
Total End of Service Benefit	22,160
Twenty Two Thousand One Hundred Sixty only	

Prepared By: M Rahman 15.02.26
 Checked By: [Signature] 15.02.26

Process and Calculation is Audited based on supporting documents

Md. Ansarul Hoque
 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 22,160 received From/ paid To Shakti Foundation

Receiver's Name:
 Signature & Date:

Twenty Two Thousand One Hundred Sixty only

Checked by [Signature]