

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

Reference: Shakti/ Finance /Treasury/EFS/2026/100

Date:31-03-2026

Employee Information

Employee Name:	Miss. Rozufa	Separation Effective Date:	07-Jan-26
Employee ID:	12974	Length of Service:	7 years 1 Months 1 Days
Post Name:	Branch Manager	Salary paid up to:	30-Nov-25
Branch / Department:	Boalia Rajshahi	Separation Type:	Resignation
Branch / Department Code	0058	Notice Period:	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	6-Dec-2018	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2019	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Dec-2025	Contact Number	01603352692
Last Working Day (As Per Attendance)	6-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	48,113	37	57,425
A.Total salary Dues			57,425

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	19,246	7	1	134,722
B.Total Gratuity Dues				134,722

Additional Payment	Amount
Leave Encashment	8,019
TA & DA / Field trips	15,355
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,632
Distance Allowance	-
Security Deposit	27,500
Security Deposit Interest	4,930
Other Allowance	-
C.Total Additional Payment	58,436

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	250,583

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	101,185	PF Loan (Principal)	63,874.00
Organization Contribution	101,185	PF Loan (Interest)	1,836.00
Profit on Employees Contribution	23,753		-
Profit on Organization Contribution	23,753		-
Total	249,876	Total PF Payable	65,710.00

Total Salary & Others (E)	250,583
Total Provident Fund	184,166
Total End of Service Benefit	434,749

In Words: Four Lac Thirty Four Thousand Seven Hundred Forty Nine Taka Only.

Prepared By M. Rahman 31.03.2026
Checked By [Signature] 31.03.2026

Reviewed By [Signature] 24/03/26

Approved By [Signature]
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Process and Calculation
is Audited based on
supporting documents

Employee Acknowledgement	Receiver's Name:
BDT 434,749 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Four Lac Thirty Four Thousand Seven Hundred Forty Nine Taka Only.	

Checked by [Signature]