

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/14

Date:14-01-2026

Employee Information

Employee Name:	Shahana Akter Ratna	Separation Effective Date:	06-Oct-25
Employee ID:	18055	Length of Service:	3 years 2 Months 19 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Zinzira Dhaka	Separation Type:	Resignation
Branch / Department Code	0028	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	17-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01618278027
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,000	35	30,194
A.Total salary Dues			30,194

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,394
Distance Allowance	750
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	4,467

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)	34,661

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	31,520	PF Loan (Principal)	-
Organization Contribution	31,520	PF Loan (Interest)	-
Profit on Employees Contribution	3,068		-
Profit on Organization Contribution	3,067		-
Total	69,175	Total PF Payable	-

Total Salary & Others (E)	34,661
Total Provident Fund	69,175
Total End of Service Benefit	103,836

In Words: One Lac Three Thousand Eight Hundred Thirty Six Taka Only.

Prepared By M. Rahman 14.01.26
Checked By Kamrul Hasan 15/01/2026

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

Approved by Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 103,836	Received From/	Paid To Shakti Foundation
In Words: One Lac Three Thousand Eight Hundred Thirty Six Taka Only.		

Director
Receiver's Name:
Signature & Date:

Shakti Foundation (Finance)
RECEIVED

18 JAN 2026

checked by M. Rahman