

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/27

Date:28-01-2026

Employee Information

Employee Name:	Akhi Akter	Separation Effective Date:	04-Aug-25
Employee ID:	19077	Length of Service:	2 years 8 Months 22 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Purbajurain Dhaka	Separation Type:	Resignation
Branch / Department Code	0102	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	13-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Jul-2025	Contact Number	01760085159
Last Working Day	3-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	25,873	27	22,535
A.Total salary Dues			22,535

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	1,742
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,045
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,529
Over Time (March & April,2025)	-
C.Total Additional Payment	20,316

Deductions	Amount (S)
Financial Misappropriation	-
Motorecycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	42,851

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	27,132	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,607		-
Profit on Organization Contribution	-		-
Total	29,739	Total PF Payable	-

Total Salary & Others (E)	42,851
Total Provident Fund	29,739
Total End of Service Benefit	72,590

In Words: Seventy Two Thousand Five Hundred Ninety Taka Only.

Prepared By M. Rahman 28-01-26
Checked By [Signature] 28-01-26

Process and Calculation
Is Audited based on
supporting documents

Md. Ansarul Haque
Deputy General Manager
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT 72,590 ☐ Received From/ ☐ Paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: Seventy Two Thousand Five Hundred Ninety Taka Only.

checked by
[Signature]