

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/08

Date:06-01-2026

Employee Information

Employee Name:	Most. Resmy Khatun	Separation Effective Date:	08-Aug-25
Employee ID:	18522	Length of Service:	2 years 11 Months 11 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Sadar Rangpur	Separation Type:	Resignation
Branch / Department Code	0200	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	28-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Dec-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Jul-2025	Contact Number	01307727382
Last Working Day	7-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	24,840	38	30,449
A.Total salary Dues			30,449

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,471
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	3,923

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)	34,372

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	28,232	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	2,879		-
Profit on Organization Contribution	-		-
Total	31,111	Total PF Payable	-

Total Salary & Others (E)	34,372
Total Provident Fund	31,111
Total End of Service Benefit	65,483

In Words: Sixty Five Thousand Four Hundred Eighty Three Taka Only.

Prepared By M. Rahman 06.01.26 Checked By Md. Anwarul Hoque 06.01.26

Employee Acknowledgement

BDT 65,483 ☐ Received From/ ☐ Paid To Shakti Foundation
In Words: Sixty Five Thousand Four Hundred Eighty Three Taka Only.

Process and Calculation
is Audited based on
supporting documents

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

Receiver's Name:

Signature & Date:

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

checked by [Signature]