

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/516

Date:13-10-2025

Employee Information

Employee Name:	Rukiya Islam Tazin	Separation Effective Date:	22-Aug-25
Employee ID:	18205	Length of Service:	3 years 1 Months 21 Days
Post Name:	Senior Officer	Salary paid up to:	30-Jun-25
Branch / Department:	Human Resource Department	Separation Type:	Resignation
Branch / Department Code	20000002	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	1-Jul-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jul-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	22-Jul-2025	Contact Number	01626687333
Last Working Day	21-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	31,800	52	53,342
A.Total salary Dues			53,342

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

Additional Payment	Amount
Saving Drive Incentive	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,013
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	2,013

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)	55,355

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	26,400	PF Loan (Principal)	-
Organization Contribution	26,400	PF Loan (Interest)	-
Profit on Employees Contribution	2,114		-
Profit on Organization Contribution	2,113		-
Total	57,027	Total PF Payable	-

Total Salary & Others (E)	55,355
Total Provident Fund	57,027
Total End of Service Benefit	112,382
In Words: One Lac Twelve Thousand Three Hundred Eighty Two Taka Only.	

Prepared By M Rakon 13.10.25

Checked By [Signature] 13.10.25

Process and Calculation

Reviewed By [Signature] 13.10.25

Director

Internal Audit and Legal Department

Shakti Foundation for Disadvantaged Women

Md. Abdur Hamid
Senior Director & Head

Approved By [Signature]

Shakti Foundation
for disadvantaged Women

Employee Acknowledgement

BDT 112,382 ☐ Received From/ ☐ Paid To Shakti Foundation

In Words: One Lac Twelve Thousand Three Hundred Eighty Two Taka Only.

Signature & Date: _____