

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

Reference: Shakti/ Finance /Treasury/EFS/2026/40

Date:08-02-2026

Employee Information

Employee Name:	Tuhin Akther	Separation Effective Date:	01-Nov-24
Employee ID:	18011	Length of Service:	2 years 4 Months 6 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Sep-24
Branch / Department:	Saroganj Chudanga	Separation Type:	No longer in Service
Branch / Department Code	0478	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	26-Jun-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01765048171
Last Working Day	31-Oct-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	23,520	18	13,657
A.Total salary Dues			13,657

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,032
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	2,032

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	23,520
Abashon Rent	300
Income Tax	-
D. Total Deduction	23,820
E.Total Payable / Receivable (A+B+C-D)	(8,131)



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	21,151	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,888		-
Profit on Organization Contribution	-		-
Total	23,039	Total PF Payable	-

Total Salary & Others (E)	(8,131)
Total Provident Fund	23,039
Total End of Service Benefit	14,908
In Words: Fourteen Thousand Nine Hundred Eight Taka Only.	

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

Prepared By U Rakon 08-02-26
Checked By [Signature] 08-02-26


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


Md. Abdul Haim
 Senior Director &
 Head of Finance
 Shakti Foundation
 for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT <u>14,908</u> received From/ <input type="checkbox"/> paid To Shakti Foundation	Signature & Date:
In Words: Fourteen Thousand Nine Hundred Eight Taka Only.	

checked by [Signature]