

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

Reference: Shakti/ Finance /Treasury/EFS/2025/342

Date:07-04-2026

Employee Information

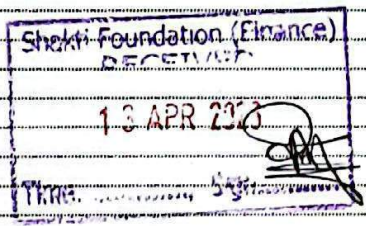
Employee Name:	Rafiqul Islam	Separation Effective Date:	16-Oct-25
Employee ID:	23134	Length of Service:	0 years 0 Months 11 Days
Post Name:	Microfinance Officer(Probationary)	Salary paid up to:	00-00-00
Branch / Department:	Chawkbazar Cumilla	Separation Type:	Discontinuation of service
Branch / Department Code	0111	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	9 Months 16 Days
Date of joining:	5-Oct-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01822641716
Last Working Day(As per Attendance)	15-Oct-2025	Payment Account :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	11	6,387
A.Total salary Dues			6,387

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	710
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	15,710

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abushon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	22,097



Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	-	- PF Loan (Principal)	-
Organization Contribution	-	- PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	-	- Total PF Payable	-

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

Total Salary & Others (E)	22,097
Total Provident Fund	-
Total End of Service Benefit	22,097
Twenty Two Thousand Ninety Seven only	

Prepared By: M Rahman 07.04.26
 Checked By: Md. Anwarul Haque 07.04.26

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

Employee Acknowledgement	
BDT 22,097	Received From/ <input type="checkbox"/> Paid To Shakti Foundation
Receiver's Name:	Signature & Date:
Twenty Two Thousand Ninety Seven only	

checked by MAJ