

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

Reference: Shakti/ Finance /Treasury/EFS/2025/337

Date:05-04-2026

**Employee Information**

Employee Name:	Afia Khanam	Separation Effective Date:	08-Oct-25
Employee ID:	21650	Length of Service:	0 years 11 Months 12 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Pallabi-I Dhaka	Separation Type:	Resignation
Branch / Department Code	0008	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	26-Oct-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	01-04-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Sep-2025	Contact Number	01762398605
Last Working Day(As per Attendance)	7-Oct-2025	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	23,000	37	28,194
<b>A.Total salary Dues</b>			<b>28,194</b>

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				<b>-</b>

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	2,452
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,471
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	604
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>19,527</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	15,000
Security Deposit Interest	604
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>15,604</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>32,117</b>

Shakti Foundation (Finance)  
08 APR 2026

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	3,680	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	195		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>3,875</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	<b>32,117</b>
<b>Total Provident Fund</b>	<b>3,875</b>
<b>Total End of Service Benefit</b>	<b>35,992</b>

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

Prepared By M. Raboun  
05.04.26

Checked By

**Md. Faruk Hossain Hoque**  
Regional Manager  
Deputy General Coordinator  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement		Receiver's Name:	Signature & Date:
BDT 35,992	Received From/		
	Yaid To Shakti Foundation		
Thirty Five Thousand Nine Hundred Ninety Two only			

Checked by AAJ