

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

Reference: Shakti/ Finance /Treasury/EFS/2026/58
Employee Information

Date: 03-03-2026

Employee Name:	Afsana Safa	Separation Effective Date:	14-Jan-26
Employee ID:	18984	Length of Service:	3 years 2 Months 22 Days
Post Name:	Climate Change Manager	Salary paid up to:	10-Nov-25
Branch / Department:	Climate Change	Separation Type:	Resignation
Branch / Department Code	20000112	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 30 Days
Date of joining:	23-Oct-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2023	Leave without Pay (Days)	0 Days
Resignation Submission Date	15-Dec-2025	Contact Number	01623640037
Last Working Day	13-Jan-2026	Email ID:	

Salary Information	Amount	Day's	Amount
Gross	43,200	44	61,316
A.Total salary Dues			61,316

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

Additional Payment	Amount
Earn Leave Encashment	7,200
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,439
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	9,639

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Meal Subsidy	1,000
Income Tax	-
D.Total Deduction	1,000
E.Total Payable / Receivable (A+B+C-D)	69,955

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	41,408	PF Loan (Principal)	-
Organization Contribution	41,408	PF Loan (Interest)	-
Profit on Employees Contribution	3,831		-
Profit on Organization Contribution	3,831		-
Total	90,478	Total PF Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	69,955
Total Provident Fund	90,478
Total End of Service Benefit	160,433

In Words: One Lac Sixty Thousand Four Hundred Thirty Three Taka Only.

Prepared By: *M. Rahman* 03/03/26
Checked By: *[Signature]* 03/03/26

[Signature]
Md. Arisami Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

[Signature]
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	
BDT 160,433	received From/ <input type="checkbox"/> paid To Shakti <input type="checkbox"/>
In Words: One Lac Sixty Thousand Four Hundred Thirty Three Taka Only.	
Signature & Date:	