

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

Reference: Shakti/ Finance /Treasury/EFS/2026/117

Date:12-04-2026

Employee Information

Employee Name:	Md. Rofikul Islam	Separation Effective Date:	08-Aug-22
Employee ID:	14671	Length of Service:	2 years 6 Months 0 Days
Post Name:	Area Supervisor	Salary paid up to:	31-Jul-22
Branch / Department:	Narayanganj Rugganj Area Office	Separation Type:	Resignation
Branch / Department Code	3010	Notice Period:.	0 1 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	8-Feb-2020	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Apr-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	7-Aug-2022	Contact Number	01716953868
Last Working Day	7-Aug-2022	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	39,326	7	8,880
A.Total salary Dues			8,880

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,694
Snacks Allowance	45
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	25,000
Security Deposit Interest	-
Cash Deposit	60,068
C.Total Additional Payment	86,807

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	108,500
Bicycle Loan	-
Mobile Phone Handset Loan	10,424
Mobile Phone Subsidy	1,599
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashaon Rent	-
Income Tax	-
D.Total Deduction	120,523
E.Total Payable / Receivable (A+B+C-D)	(24,836)

Shakti Foundation (Finance)
RECEIVED
23 APR 2026
[Signature]

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	24,836	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	-		-
Profit on Organization Contribution	-		-
Total	24,836	Total PF Payable	-

Total Salary & Others (E)	(24,836)
Total Provident Fund	24,836
Total End of Service Benefit	-
In Words: No Taka.	

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

Prepared By *[Signature]* 12.04.26
Checked By *[Signature]* 12-04-26

[Signature]
Md. Anwar Hossain
Deputy General Manager
Assistant Audit & Legal Department
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		Receiver's Name:
BDT _____	Received From/	_____
In Words: No Taka.		Signature & Date:

Checked by [Signature]