

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

Reference: Shakti/ Finance /Treasury/EFS/2026/06

Date:06-01-2026

**Employee Information**

Employee Name:	Farjana Bobi Rima	Separation Effective Date:	06-Oct-25
Employee ID:	18348	Length of Service:	3 years 1 Months 23 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Phulpur Mymensingh	Separation Type:	Resignation
Branch / Department Code	0209	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 3 Days
Date of joining:	13-Aug-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Nov-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	3-Sep-2025	Contact Number	01779359737
Last Working Day	5-Oct-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,000	35	30,194
<b>A.Total salary Dues</b>			<b>30,194</b>

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	2,323
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,394
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>3,717</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>33,911</b>

Provident Fund			
Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	31,520	PF Loan (Principal)	-
Organization Contribution	31,520	PF Loan (Interest)	-
Profit on Employees Contribution	3,067		-
Profit on Organization Contribution	3,067		-
<b>Total</b>	<b>69,174</b>	<b>Total PF Payable</b>	<b>-</b>

<b>Total Salary &amp; Others (E)</b>	33,911
<b>Total Provident Fund</b>	69,174
<b>Total End of Service Benefit</b>	<b>103,085</b>

In Words: One Lac Three Thousand Eighty Five Taka Only.

Prepared By *M. Rahman* 06.01.26

Checked By *[Signature]* 06.01.26

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

**Md. A. H. Hossain**  
Deputy General Manager  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

**Employee Acknowledgement**

BDT 103,085 ☐ Received From/ ☐ Paid To Shakti Foundation  
In Words: One Lac Three Thousand Eighty Five Taka Only.

Signature & Date:

*checked by  
[Signature]*