

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

Reference: Shakti/ Finance /Treasury/EFS/2025/206

Date:12-01-2026

Employee Information

Employee Name:	Farida Yeasmin	Separation Effective Date:	10-Sep-25
Employee ID:	15801	Length of Service:	4 years 4 Months 28 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Jul-25
Branch / Department:	Patiya Chattogram	Separation Type:	Resignation
Branch / Department Code	0147	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 0 Days
Date of joining:	13-Apr-2021	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Oct-2021	Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Aug-2025	Contact Number	01831953879
Last Working Day	9-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,328	40	34,226
A.Total salary Dues			34,226

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	5,850
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,950
Shurakkha Bhata	1,560
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,151
Over Time (March & April,2025)	-
C.Total Additional Payment	23,511

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	57,737

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	39,543	PF Loan (Principal)	-
Organization Contribution	39,543	PF Loan (Interest)	-
Profit on Employees Contribution	5,282		-
Profit on Organization Contribution	5,281		-
Total	89,649	Total PF Payable	-

Total Salary & Others (E)	57,737
Total Provident Fund	89,649
Total End of Service Benefit	147,386
One Lakh Forty Seven Thousand Three Hundred Eighty Six only	

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

Prepared By M. Rahman 12.01.26

Checked By [Signature] 12.01.26

Anisur Rahman
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By [Signature] 12.01.26

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

Employee Acknowledgement

BDT 147,386	Received From/	Paid To Shakti Foundation	Receiver's Name:
One Lakh Forty Seven Thousand Three Hundred Eighty Six only			Signature & Date:

checked by [Signature]

Shakti Foundation (Finance)
RECEIVED
14 JAN 2026
Time: _____ Sign: _____