

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:12-01-2026

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

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
Shurakha Bhata	1,560
Due Distance Allowance	-
Security Deposit	12,000
Security Deposit Interest	2,150
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	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)	Process and Calculation	57,737
Total Provident Fund		89,649
Total End of Service Benefit		147,386
One Lakh Forty Seven Thousand Three Hundred Eighty Six only	is Audited based on supporting documents	

Prepared By	12-01-26	Checked By	Anisur Rehman Deputy General Manager Assistant Audit Coordinator Internal Audit & Legal Department Shakti Foundation for Disadvantaged Women	Reverver's Name:	Signature & Date:
Employee Acknowledgement	147,386	Received From/	Paid To Shakti Foundation		
BDT	147,386				
One Lakh Forty Seven Thousand Three Hundred Eighty Six only					



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