

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

Reference: Shakti/ Finance /Treasury/EFS/2025/334

Date:12-03-2026

Employee Information

Employee Name:	Most. Saddida Akhter	Separation Effective Date:	05-Jan-26
Employee ID:	17381	Length of Service:	3 years 9 Months 30 Days
Post Name:	Microfinance Officer	Salary paid up to:	30-Nov-25
Branch / Department:	Sadar Nilphamari	Separation Type:	Resignation
Branch / Department Code	0229	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	1 Months 1 Days
Date of joining:	6-Mar-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Jun-2022	Leave without Pay (Days)	0 Days
Resignation Submission Date	4-Dec-2025	Contact Number	01774403928
Last Working Day	4-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	25,000	35	28,226
A.Total salary Dues			28,226

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

Additional Payment	Amount
Leave Encashment	4,167
TA & DA / Field trips	2,258
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	1,355
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	7,780

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)	36,006

Shakti Foundation (Finance)
DEPARTMENT
15 MAR 2026

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	32,571	PF Loan (Principal)	-
Organization Contribution	32,571	PF Loan (Interest)	-
Profit on Employees Contribution	5,191		-
Profit on Organization Contribution	5,191		-
Total	75,524	Total PF Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	36,006
Total Provident Fund	75,524
Total End of Service Benefit	111,530
One Lakh Eleven Thousand Five Hundred Thirty only	

Prepared By M Rahman 12.03.2026
Checked By [Signature] 12.03.2026

Reviewed By [Signature] 15.3.26
14019

Approved
12.03.26
Md. Akhtul Haque
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 111,530 received From/ paid To Shakti Foundation
One Lakh Eleven Thousand Five Hundred Thirty only

Receiver's Name:
Signature & Date:

checked by [Signature]