

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

Date:03-02-2026

Reference: Shakti/ Finance /Treasury/EFS/2025/227

Employee Information		Separation Effective Date:	29-May-25
Employee Name:	Syeda Afsana Parvin	Length of Service:	0 years 5 Months 28 Days
Employee ID:	21786	Salary paid up to:	30-Apr-25
Post Name:	Microfinance Officer (Probationary)	Separation Type:	Discontinuation of Service
Branch / Department:	Hoanak Coxsbazar	Notice Period:	00 Month
Branch / Department Code	0305	Notice Period Completed:	00 Month
Employment Type:	Probationary	Annual Leave Encashment Balance	0 Days
Date of joining:	1-Dec-2024	Leave without Pay (Days)	0 Days
Date of Confirmation:		Contact Number	01756915961
Resignation Submission Date		Email ID :	-
Last Working Day	28-May-2025		

Salary Information	Amount	Day's	Amount
Gross	18,000	28	16,258

A.Total salary Dues

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity				-

B.Total Gratuity Dues

Additional Payment	Amount
Leave Encashment	1,742
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,045
Shurakkha Bhata	-
Due Distance Allowance	15,000
Security Deposit	450
Security Deposit Interest	-
Over Time ( March & April,2025)	18,237

C.Total Additional Payment

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	34,495
E.Total Payable / Receivable (A+B+C-D)	-

Provident Fund	Amount (S)	Particular (S)	Amount (S)
Employees Contribution		- PF Loan (Principal)	-
Organization Contribution		- PF Loan (Interest)	-
Profit on Employees Contribution			-
Profit on Organization Contribution			-
Total		- Total PF Payable	-

Total Salary & Others (E)	34,495
Total Provident Fund	-
Total End of Service Benefit	34,495
In Words: Thirty Four Thousand Four Hundred Ninety Five Taka Only.	

Prepared By M. Rahman 03.02.2026  
Checked By [Signature]

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

**Md. Anwarul Haque**  
Deputy General Manager  
Assistant Audit & Legal Department  
Internal Audit & Legal Department  
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement		Receiver's Name:	
BDT 34,495	Received From/		Signature & Date:
In Words: Thirty Four Thousand Four Hundred Ninety Five Taka Only.			

*checked by*  
*AAJ*