

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Date:03-02-2026

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

Employee Information

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

Salary Information	Amount	Day's	Amount
Gross	18,000	28	16,258
A.Total salary Dues			16,258

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	1,742
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	18,237

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)
Particular (S)	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 *Rakibun* 03.02.2026 Checked By *Abdul Halim*

Employee Acknowledgement

BDT 34,495 Received From/ Paid To Shakti Foundation
In Words: Thirty Four Thousand Four Hundred Ninety Five Taka Only.

5/2/2025
Process and Calculation
is Aligned based on
supporting documents
Md. Ansarul Hoque
Reviewed Manager
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

Checked by *Ansarul*