

Shakti Foundation for Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/12

Date:13-01-2026

Employee Information

Employee Name:	Mst. Julia Khatun	Separation Effective Date:	04-Nov-25
Employee ID:	23281	Length of Service:	0 years 0 Months 2 Days
Post Name:	Microfinance Officer (Probationary)	Salary paid up to:	00-00-00
Branch / Department:	Mojompur Kushtia	Separation Type:	Discontinuation of Service
Branch / Department Code	0129	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Days
Date of joining:	2-Nov-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01608513810
Last Working Day	4-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	20,000	3	2,000
A.Total salary Dues			2,000

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	133
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	80
Security Deposit	-
Security Deposit Interest	15,000
Over Time (March & April,2025)	-
C.Total Additional Payment	15,213

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	17,213

Provident Fund

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)	17,213
Total Provident Fund	-
Total End of Service Benefit	17,213

In Words: Seventeen Thousand Two Hundred Thirteen Taka Only.

Prepared By M. Rahman 13.01.26
Checked By [Signature] 13.01.26

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

Reviewed By [Signature] 15/1/2026
Director

Approved By [Signature]
Head of Finance & Treasury
Shakti Foundation for Disadvantaged Women

Employee Acknowledgement

BDT 17,213	Received From: <u>[Signature]</u>	Paid To Shakti Foundation
In Words: Seventeen Thousand Two Hundred Thirteen Taka Only.		
Receiver's Name: _____		
Signature & Date: _____		

checked by [Signature]

Time: _____