

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

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

Date:13-01-2026

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	-
Shurakha 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	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	-
In Words: Seventeen Thousand Two Hundred Thirteen Taka Only.	17,213

Prepared By 13-01-26

Checked By

Process and Calculation
is Audited based on
supporting documents

Reviewed By 15/1/2026
Kamal Hasan
Director

Approved By
Abdul Salim
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Shakti Foundation (Finance)	Internal Audit and Legal Department	Receivers Name:
BDT 17,213	Received From _____	Shakti Foundation	Signature & Date:
In Words: Seventeen Thousand Two Hundred Thirteen Taka Only.	10 JAN 2026		

Chakher M.