

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

Reference: Shakti/ Finance /Treasury/EFS/2026/322

Date:09-03-2026

Employee Information			
Employee Name:	Md. Aftab Uddin Shuvo	Separation Effective Date:	24-Sep-25
Employee ID:	19957	Length of Service:	2 years 0 Months 21 Days
Post Name:	Microfinance Officer	Salary paid up to:	31-Aug-25
Branch / Department:	Fatikchhari Chattogram	Separation Type:	Resignation
Branch / Department Code	0388	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 7 Days
Date of joining:	3-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2024	Leave without Pay (Days)	0 Days
Resignation Submission Date	17-Sep-2025	Contact Number	01744365030
Last Working Day	23-Sep-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	24,840	23	19,044
A.Total salary Dues			19,044

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	3,450
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	1,150
Shurakkha Bhata	-
One Month Salary	24,840
Security Deposit	15,000
Security Deposit Interest	1,637
Over Time (March & April,2025)	-
C.Total Additional Payment	46,077

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Security Deposit	-
Security Deposit Interest	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
One Month Salary	24,840
Abashon Rent	-
Income Tax	-
D.Total Deduction	24,840
E.Total Payable / Receivable (A+B+C-D)	40,281

Shakti Foundation (Finance)
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Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	17,998	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	1,676		
Profit on Organization Contribution	-		
Total	19,674	Total Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	40,281
Total Provident Fund	19,674
Total End of Service Benefit	59,955
Fifty Nine Thousand Nine Hundred Fifty Five only	

Prepared By M Rahman 09.03.26

Checked By [Signature] 09.03.26

Reviewed By [Signature] 14/03/26

Approved [Signature]
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 59,955 <input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:
Fifty Nine Thousand Nine Hundred Fifty Five only	