

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

Reference: Shakti/ Finance /Treasury/EFS/2025/297

Date:28-02-2026

Employee Information

Employee Name:	Most. Beauty Khatun	Separation Effective Date:	30-Sep-25
Employee ID:	20101	Length of Service:	2 years 0 Months 10 Days
Post Name:	Paramedic	Salary paid up to:	30-Sep-25
Branch / Department:	Laxmikol Natore	Separation Type:	Contract Not Renewed
Branch / Department Code	4254	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	20-Sep-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313365851
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	480
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,555
Over Time (March & April,2025)	-
C.Total Additional Payment	17,035

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	-
E.Total Payable / Receivable (A+B+C-D)	17,035

Shakti Foundation (Finance)
RECEIVED
08 MAR 2026
Time _____ Sig: _____

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 Payable	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	17,035
Total Provident Fund	-
Total End of Service Benefit	17,035
Seventeen Thousand Thirty Five only	

বি.দ্র.স্মারক নং: শক্তি/এইচ আর কমপ্রায়েস এবং সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট ইস্যু/২০২৫/০৫ মোতাবেক ৩০-০৯-২০২৫ দিনের বেতন প্রদান করা হয়েছে।

Prepared By: 28-02-26 Checked By: 04-03-26

Md. Rauf Hossain Hoque
Deputy General Manager
Assistant Audit Coordinator
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

Approved By: 18/02/26
Md. Abdul Halim
Member (Finance & Accounts)
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Received From/	paid To Shakti Foundation	Signature & Date:
BDT 17,035	<input type="checkbox"/>	<input type="checkbox"/>	
Seventeen Thousand Thirty Five only			

checked by MPT