

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

Date:10-03-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/86

Employee Information

Employee Name:	Mst. Mamuly Akter	Separation Effective Date:	07-Nov-25
Employee ID:	19502	Length of Service:	2 years 7 Months 15 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Palashbari Gaibandha	Separation Type:	Resignation
Branch / Department Code	4129	Notice Period:	0 1 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 30 Days
Date of joining:	23-Mar-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	8-Oct-2025	Contact Number	01797943829
Last Working Day	6-Nov-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	16,500	34 + 3	19,800
A.Total salary Dues			19,800

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

Additional Payment	Amount
Security & Field Trips	1,440
TA & DA / Field trips	2,160
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	1,883
One Month Salary	-
C.Total Additional Payment	20,483

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	13,627
Mobile Phone Subsidy	699
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	14,326
E.Total Payable / Receivable (A+B+C-D)	25,957

Provident Fund		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	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	25,957
Total Provident Fund	-
Total End of Service Benefit	25,957

In Words: Twenty Five Thousand Nine Hundred Fifty Seven Taka Only.

Prepared By M Rahman 10.03.26
Checked By [Signature] 10.03.26

Reviewed By [Signature] 15.03.26

Approved By [Signature] 10.03.26
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement	Receiver's Name:
BDT 25,957 received From/ paid To Shakti Foundation	Signature & Date:
In Words: Twenty Five Thousand Nine Hundred Fifty Seven Taka Only.	

Checked by [Signature]