

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2026/653

Date:12-07-2026

Employee Information

Employee Name:	Mst. Rokeya Begum	Separation Effective Date:	01-Jun-25
Employee ID:	19310	Length of Service:	2 years 6 Months 17 Days
Post Name:	Peon Cum Cook	Salary paid up to:	31-May-25
Branch / Department:	Pirganj Rangpur	Separation Type:	Resignation
Branch / Department Code	0205	Notice Period:	01 Month
Employment Type:	Daily Basis	Notice Period Completed:	01 Day
Date of joining:	15-Nov-2022	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	31-May-2025	Contact Number	01780334554
Last Working Day (As Per Attendance)	31-May-2025	Email ID :	

Salary Information	Amount	Day's	Amount
Gross	400	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	-
Snacks Allowance	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Other Allowance	-
C.Total Additional Payment	-

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

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)	-
Total Provident Fund	-
Total End of Service Benefit	-
In Words: No Taka.	

Prepared By M Rahman 14.07.26
Checked By [Signature] 14.07.26

Reviewed By [Signature] 20.7.26
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement

BDT ☐ Received From/ ☐ Paid To Shakti Foundation	Receiver's Name:
In Words: No Taka.	Signature & Date:

Checked by [Signature] 19.07.26

Process and Calculation
is Audited based on
supporting documents