

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

Date: 26-04-2026

Reference: Shakti/ Finance /Treasury/EFS/2026/99

| Employee Information | | Separation Effective Date: | 23-Jan-26 |
|--------------------------------------|-----------------|---------------------------------|--------------------------|
| Employee Name: | Shahin Houladar | Length of Service: | 1 years 0 Months 18 Days |
| Employee ID: | 22069 | Salary paid up to: | 31-Dec-25 |
| Post Name: | Driver | Separation Type: | Resignation |
| Branch / Department: | Administration | Notice Period: | 0 1 Month |
| Branch / Department Code | 20000006 | Notice Period Completed: | 0 Months 1 Days |
| Employment Type: | Permanent | Annual Leave Encashment Balance | 0 Days |
| Date of joining: | 5-Jan-2025 | Leave without Pay (Days) | 0 Days |
| Date of Confirmation: | | Contact Number | 01327415728 |
| Resignation Submission Date | 22-Jan-2026 | Email ID : | |
| Last Working Day (As Per Attendance) | 22-Jan-2026 | | |

| Salary Information | Amount | Day's | Amount |
|----------------------------|--------|-------|-------------|
| Gross | 19,000 | 12 | 7.35 |
| A.Total salary Dues | | | 7.35 |

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

| Additional Payment | Amount |
|---|--------------|
| Over Time (December,2025 & January,2026) | 7,234 |
| TA & DA / Field trips | - |
| DSA | - |
| Motor Cycle Allowance | - |
| Ancholik Allowance | - |
| Shurakkha Bhata | - |
| Distance Allowance | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| Other Allowance | - |
| C.Total Additional Payment | 7,234 |

| Deductions | Amount (S) |
|---|----------------|
| Financial Misappropriation | - |
| Motorcycle Loan | - |
| Bicycle Loan | - |
| Mobile Phone Handset Loan | - |
| Mobile Phone Subsidy | - |
| Security Deposit | - |
| Security Deposit Interest | - |
| One Month Salary | 19,000 |
| Abashaon Rent | - |
| Income Tax | - |
| D.Total Deduction | 19,000 |
| E.Total Payable / Receivable (A+B+C-D) | (4,411) |

Shakti Foundation Finance
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| 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) | (4,411) |
| Total Provident Fund | (4,411) |
| Total End of Service Benefit | (4,411) |
| In Words: Four Thousand Four Hundred Eleven Taka Only | |

Process and Calculation
is Audited based on
supporting documents

26/04/26
[Signature]
Md. Abdul Halim
Senior Director &
Head of Finance &
Shakti Foundation
for Disadvantaged Women

| Employee Acknowledgement | Receiver's Name: |
|--|-------------------|
| BDT (4,411) <input type="checkbox"/> received From/ <input type="checkbox"/> Paid To Shakti Foundation | Signature & Date: |
| In Words: Four Thousand Four Hundred Eleven Taka Only. | |

[Signature]