

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/467

Date:10-06-2026

Employee Information

Employee Name:	Kaniz Fatima Anika	Separation Effective Date:	10-Apr-26
Employee ID:	23416	Length of Service:	0 years 4 Months 25 Days
Post Name:	Law Officer	Salary paid up to:	28-Feb-26
Branch / Department:	Internal Audit and Legal Department	Separation Type:	Resignation
Branch / Department Code	20000007	Notice Period:	01 Month
Employment Type:	Probationary	Notice Period Completed:	1 Months 0 Days
Date of joining:	16-Nov-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	10-Mar-2026	Contact Number	01793705681
Last Working Day(As per Attendance)	9-Apr-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	35,000	40	45,500
A.Total salary Dues			45,500

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	2,760
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	2,760

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)	48,260

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)	48,260
Total Provident Fund	-
Total End of Service Benefit	48,260
Forty Eight Thousand Two Hundred Sixty only	

Process and Calculation is Audited based on supporting documents

Prepared By: 10-06-26 Checked By: 10-06-26

Reviewed By: Md. Shahid Ali
Assistant General Manager
Assistant Audit Coordinator
Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women

Approved: 15/6/26
Md. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 48,260 ☐ Received From/ ☐ Paid To Shakti Foundation

Forty Eight Thousand Two Hundred Sixty only

Signature & Date:

checked by
AAT