

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

Reference: Shakti/ Finance Department/Employee Final Settlement Note Issue No-2025/723

Date:03-12-2025

Employee Information

Employee Name:	Md Nasiruzzaman (Rasel)	Separation Effective Date:	01-Oct-25
Employee ID:	22652	Length of Service:	0 years 3 Months 15 Days
Post Name:	Security Guard	Salary paid up to:	30-Sep-25
Branch / Department:	Administration Department	Separation Type:	Resignation
Branch / Department Code	20000006	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	0 Months 1 Days
Date of joining:	16-Jun-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date	30-Sep-2025	Contact Number	01724486422
Last Working Day	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	13,500	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	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time (March & April,2025)	-
C.Total Additional Payment	-

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
Advance to Staff	-
Abashon 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.	-

**Process and Calculation
is Audited based on
supporting documents**

Prepared By

03.12.25

Checked By

Reviewed By

Director

Approved By

Employee Acknowledgement

BDT ☐ received From/ ☐ paid To Shakti Foundation

In Words: No Taka.

Signature & Date:

Internal Audit and Legal Department
Shakti Foundation for Disadvantaged Women
Receiver's Name:

Mr. Abdul Halim
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

checked by
[Signature]