

Shakti Foundation For Disadvantaged Women
Employee Final Settlement

Reference: Shakti/ Finance /Treasury/EFS/2025/53

Date:01-04-2026

Employee Information

Employee Name:	Mukta Akter	Separation Effective Date:	30-Sep-25
Employee ID:	5591	Length of Service:	13 years 8 Months 1 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Shyampur Dhaka	Separation Type:	Contract Not Renewed
Branch / Department Code	4024	Notice Period:	00 Month
Employment Type:	Contractual	Notice Period Completed:	00 Month
Date of joining:	29-Jan-2012	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01313365825
Last Working Day (As per Attendance)	30-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,500	0	-
A.Total salary Dues			-

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

Additional Payment	Amount
Additional Salary	-
TA & DA / Field trips	-
Arrear	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
SDPS	-
SDPS Interest	-
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	-
One Days Salary Adjustment	-
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**

বি.ড: স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিশি সংশোধন ও সংযোজন নোট ইস্যু /২০২৫/০৫ মোতাবেক ৩০-৯-২০২৫ তারিখের বেতন প্রদান করা

Prepared By *M Rahman* 01.04.2026

Checked By

Reviewed By

Approved By

Mukta Akter
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT _____ received From/ _____ paid To Shakti Foundation

Receiver's Name:

Signature & Date:

In Words: No Taka.

checked by
AAJ