

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

Reference: Shakti/ Finance /Treasury/EFS/2025/302

Date:28-02-2026

**Employee Information**

Employee Name:	Anannya Chowdhury	Separation Effective Date:	30-Sep-25
Employee ID:	19796	Length of Service:	2 years 2 Months 20 Days
Post Name:	Medical Assistant	Salary paid up to:	30-Sep-25
Branch / Department:	Muhuripara-Halishahar Chattogram	Separation Type:	Contract Not Renewed
Branch / Department Code	4217	Notice Period:	01 Month
Employment Type:	Contractual	Notice Period Completed:	8 Months 30 Days
Date of joining:	10-Jul-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01828057520
Last Working Day	29-Sep-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	18,000	0	-
<b>A.Total salary Dues</b>			-

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	-	-	-	-
<b>B.Total Gratuity Dues</b>				-

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	15,000
Over Time ( March & April,2025)	1,555
<b>C.Total Additional Payment</b>	16,555

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	-
<b>D.Total Deduction</b>	-
<b>E.Total Payable / Receivable (A+B+C-D)</b>	16,555

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	-		-
<b>Total</b>	-		-

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

<b>Total Salary &amp; Others (E)</b>	16,555
<b>Total Provident Fund</b>	-
<b>Total End of Service Benefit</b>	16,555

বি.দ্র.স্মারক নং: শক্তি/এইচ আর কমপ্লায়েন্স এবং সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট ইস্যু/২০২৫/০৫ মোতাবেক ৩০.০৯.২০২৫ দিনের বেতন প্রদান করা হয়েছে।

Prepared By: 18-02-26 Checked By: 01-03-26

**Md. Ahsanul Hoque**  
 Deputy General Manager  
 Assistant Audit & Legal Department  
 Internal Audit & Legal Department  
 Shakti Foundation for Disadvantaged Women

Approved By:  
**Md. Abdul Halim**  
 Senior Director &  
 Head of Finance  
 Shakti Foundation  
 for Disadvantaged Women

Employee Acknowledgement	
BDT 16,555	received From/ <input type="checkbox"/> Paid To Shakti Foundation for Disadvantaged Women
Signature & Date:	
Sixteen Thousand Five Hundred Fifty Five only	

*Checked by  
AAOT*