

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

Reference: Shakti/ Finance /Treasury/EFS/2026/71

Date:04-03-2026

Employee Information

Employee Name:	Farjana Yeasmin	Separation Effective Date:	15-Aug-25
Employee ID:	22098	Length of Service:	0 years 6 Months 13 Days
Post Name:	Accountant (Probationary)	Salary paid up to:	31-Jul-25
Branch / Department:	Boalmari, Faridpur	Separation Type:	Discontinuation of Service
Branch / Department Code	0554	Notice Period:	0 Month
Employment Type:	Probationary	Notice Period Completed:	0 Month
Date of joining:	2-Feb-2025	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01784613098
Last Working Day	14-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	20,000	14	9,032
A.Total salary Dues			9,032

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

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	903
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	542
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	300
Additional One Month Salary	-
C.Total Additional Payment	16,745

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	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	25,777

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	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	25,777
Total Provident Fund	-
Total End of Service Benefit	25,777

In Words: Twenty Five Thousand Seven Hundred Seventy Seven Taka Only.

Prepared By M. Rehan 04-03-26
Checked By [Signature] 04-03-26

9-1-26
Md. Abdul Halim
Deputy General Manager,
Assistant Audit & Legal Department
Internal Audit & Legal Department
Shakti Foundation for Disadvantaged Women

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

Employee Acknowledgement	Receiver's Name:
BDT 25,777 <input type="checkbox"/> received From/ <input type="checkbox"/> paid To Shakti Foundation	
In Words: Twenty Five Thousand Seven Hundred Seventy Seven Taka Only.	Signature & Date:

Checked by [Signature]