

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

Reference: Shakti/ Finance /Treasury/EFS/2026/62

Date:28-02-2026

Employee Information

Employee Name:	Shamima Nasrin	Separation Effective Date:	31-Jan-26
Employee ID:	19428	Length of Service:	2 years 11 Months 30 Days
Post Name:	Paramedic	Salary paid up to:	31-Jan-26
Branch / Department:	Sadar Bramonbaria	Separation Type:	Contract not renewed
Branch / Department Code	4258	Notice Period:	0 Month
Employment Type:	Permanent	Notice Period Completed:	0 Month
Date of joining:	1-Feb-2023	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01989364119
Last Working Day	30-Jan-2026	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	17,000	-1	-
A.Total salary Dues			-

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

Additional Payment	Amount
One Month Additional Salary	-
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	2,302
Over Time (March & April,2025)	-
C.Total Additional Payment	17,302

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Bicycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Income Tax	-
D.Total Deduction	-
E.Total Payable / Receivable (A+B+C-D)	17,302

Shakti Foundation (Finance)
RECEIVED
08 MAR 2026
Time: _____

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	-

Process and Calculation
is Audited based on
supporting documents

Total Salary & Others (E)	17,302
Total Provident Fund	-
Total End of Service Benefit	17,302

In Words: Seventeen Thousand Three Hundred Two Taka Only.

বি.দ্র: স্মারক নং: শক্তি/এইচ আর কমপ্রায়েস এর সেপারেশন/ পলিসি সংশোধন ও সংযোজন নোট ইস্যু/২০২৫/০৫ মোতাবেক ৩১-০১-২০২৬ তারিখের বেতন প্রদান করা হয়েছে।

Prepared By: M Rahman 28/02/26
Checked By: [Signature] 04/03/26

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

Approved: [Signature]
Md. Abdul Hameed
Senior Director &
Head of Finance
Shakti Foundation
for Disadvantaged Women

Employee Acknowledgement

BDT 17,302 _____ received From/ _____ Paid To Shakti Foundation

Signature & Date:

In Words: Seventeen Thousand Three Hundred Two Taka Only.

Checked by: [Signature]
MOT