

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

Reference: Shakti/ Finance /Treasury/EFS/2025/571

Date:26-11-2025

**Employee Information**

Employee Name:	Monira Begum	Separation Effective Date:	15-Aug-2025
Employee ID:	20911	Length of Service:	1 years 3 Months 19 Days
Post Name:	Paramedic	Salary paid up to:	31-Jul-25
Branch / Department:	Bijoynagar Brahmanbaria	Separation Type:	Contract not renewed
Branch / Department Code	4263	Notice Period:	0 Month
Employment Type:	Contractual	Notice Period Completed:	0 Month
Date of joining:	27-Apr-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:		Leave without Pay (Days)	0 Days
Resignation Submission Date		Contact Number	01764103096
Last Working Day	14-Aug-2025	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	15,500	14	7,000
<b>A.Total salary Dues</b>			<b>7,000</b>

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

Additional Payment	Amount
On Month Gross Salary	15,500
TA & DA / Field trips	677
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Distance Allowance	-
Security Deposit	15,000
Security Deposit Interest	450
VTs Tracker	-
<b>C.Total Additional Payment</b>	<b>31,627</b>

Deductions	Amount (S)
Financial Misappropriation	2,876
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	-
Abashon Rent	-
Others	-
<b>D.Total Deduction</b>	<b>2,876</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>35,751</b>

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			-
<b>Total</b>		<b>- Total PF Payable</b>	<b>-</b>

Total Salary & Others (E)	35,751
Total Provident Fund	-
Total End of Service Benefit	35,751
Thirty Five Thousand Seven Hundred Fifty One Taka Only.	

Prepared By	26.11.25	Checked By	26.11.25
Employee Acknowledgement		<p align="center"><b>Process and Calculation</b> Is Audited based on supporting documents</p> <p align="center">Reviewed By: <i>Kamrul Hossain</i> Director Internal Audit and Legal Department Shakti Foundation for Disadvantaged Women</p> <p align="center">Approved By: <i>Imam Hossain</i> Joint Director &amp; Head of Treasury Shakti Foundation for Disadvantaged Women</p>	
BDT 35,751	Received From/	Paid To Shakti Foundation	Signature & Date:
Thirty Five Thousand Seven Hundred Fifty One Taka Only.			

checked by *MMT*