

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

Reference: Shakti/ Finance /Treasury/EFS/2025/262

Date: 01-03-26

**Employee Information**

Employee Name:	Abdul Motin	Separation Effective Date:	06-Jan-26
Employee ID:	20581	Length of Service:	1 years 11 Months 9 Days
Post Name:	Auditor	Salary paid up to:	31-Dec-25
Branch / Department:	Internal Control and Legal Department	Separation Type:	Resignation
Branch / Department Code	20000007	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 1 Days
Date of joining:	28-Jan-2024	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Feb-2025	Leave without Pay (Days)	0 Days
Resignation Submission Date	5-Jan-2026	Contact Number	01323809349
Last Working Day	5-Jan-2026	Payment Account :	Salary

Salary Information	Amount	Day's	Amount
Gross	30,000	1	968
<b>A.Total salary Dues</b>			<b>968</b>

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

Additional Payment	Amount
Leave Encashment	1,334
TA & DA / Field trips	-
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	-
Due Distance Allowance	-
Security Deposit	-
Security Deposit Interest	-
Over Time ( March & April,2025)	-
<b>C.Total Additional Payment</b>	<b>1,334</b>

Deductions	Amount (S)
Financial Misappropriation	-
Motorcycle Loan	-
Mobile Phone Handset Loan	-
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
Advance TA/ DA	-
Abashon Rent	-
Income Tax	-
<b>D.Total Deduction</b>	<b>-</b>
<b>E.Total Payable / Receivable (A+B+C-D)</b>	<b>2,302</b>

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	13,200	PF Loan (Principal)	-
Organization Contribution	-	PF Loan (Interest)	-
Profit on Employees Contribution	502		-
Profit on Organization Contribution	-		-
<b>Total</b>	<b>13,702</b>	<b>Total PF Payable</b>	<b>-</b>

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

<b>Total Salary &amp; Others (E)</b>	<b>2,302</b>
<b>Total Provident Fund</b>	<b>13,702</b>
<b>Total End of Service Benefit</b>	<b>16,004</b>
Sixteen Thousand Four Taka Only.	

Prepared By: *[Signature]* 01-03-26  
Checked By: *[Signature]* 01-03-26

Employee Acknowledgement	
BDT 16,004	Received From/ Paid To Shakti Foundation
Receiver's Name:	
Signature & Date:	
In Words: Sixteen Thousand Four Taka Only.	

*Checked by [Signature]*